Afaq Language Center

Writing an email

Preliminary 3 Unit 11

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au pair /əʊ ˈpeə $ oʊ ˈper/
noun [**countable**] a young person, usually a woman, who stays with a family in a foreign country to learn the language, and looks after their children for a small wage

2 AN INFORMAL EMAIL

a Marisol went to the US and stayed for six months with a couple, Angela and Matt, working as an au pair. After going back to Peru, she sent them an email. Look at the list of things she says in her email. Number them in a logical order 1–6.

- ☐ She promises to send some photos.
- ☐ She thanks them for her stay and says how much she enjoyed it.
- ☐ She talks about what she's been doing recently.
- ☐ She apologizes for not writing before.
- ☐ She thanks them again and invites them to stay.
- ☐ She talks about the nice things that happened when she was with them.

b Now read Marisol's email and check your answers to **a**.

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b Now read Marisol's email and check your answers to **a**.

From: Marisol [marisol_new@gmail.com]
To: Angela [angelav1970@yahoo.com]
Subject: Thanks

Hi Angela,

I'm really sorry for not writing sooner, but I am very busy since I got back!

Thanks for a wonderful six months. I loved being in Colorado, and I had a great time. I also think my english got a little better... dont you think?

It was so nice to take care of Austin and Melissa. I thought they were adorable, and I think we had a fantastic time together. I have really good memories – for example our travel to Denver and the amusement park there!

I've been a little stressed these last few weeks, because I've started working at a restaurant, while I look for a full-time job. Be a waitress is very hard work, but I can now afford to rent an apartment with Sofia and two other friends, and I'm saving for to buy a car! I've also spent a lot of time with my family – my brothers have changed so much over the past six months!

I've had several mesages from Austin and Melissa since I've been back! Please tell them from me that I miss them and that I send them some photos very soon.

That's all for now. Thanks again for everything. And I hope you know you're welcome in Lima any time – my family would love to meet you. Summer here is usually beautiful.

Hope to hear from you soon. Give my regards to Matt!

Best wishes,

Marisol

P.S. I've attached a photo I took of me with the kids. I hope you like it!

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c Correct eight mistakes in the email (grammar, vocabulary, punctuation, and spelling.)

Useful language: informal emails

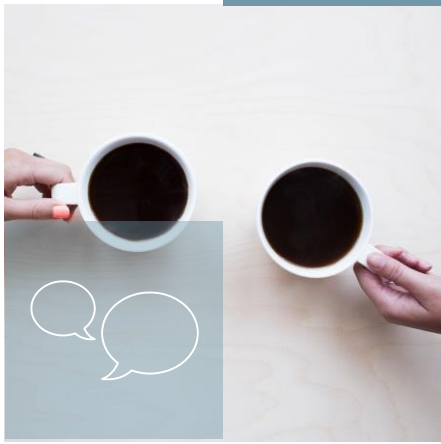
Beginnings

Hi + name (or *Dear* + name if you want to be a little more formal)
Sorry for not writing sooner, but...
Thank you / Thanks (so much) for (your letter, having me to stay, etc.)...
It was great to hear from you...

Endings

That's all for now.
Hope to hear from you soon. / Looking forward to hearing from you soon.
(Give my) regards / love to...
Best wishes / Love (from)
P.S. (when you want to add a short message at the end of an email) *I've attached a photo...*





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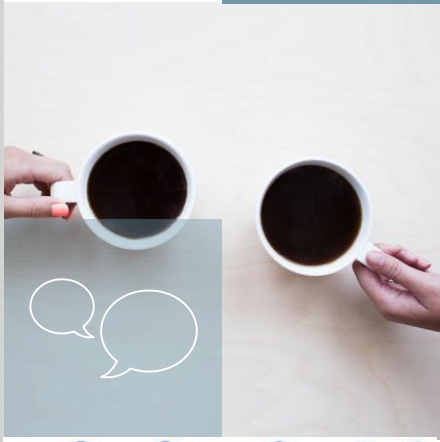
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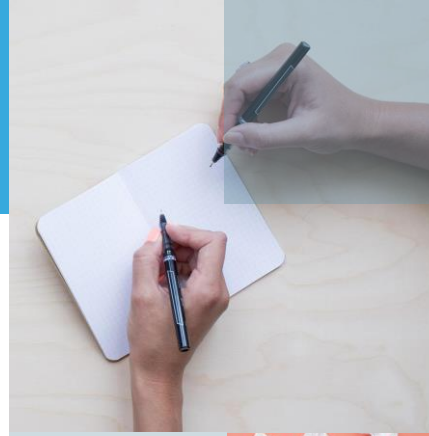
Share and check your answers.













14 Write an e-mail to a friend.

1 Read the model e-mail.

From: Amy
To: Olivia
Attachments: My family



Hi, Olivia!

How are you? I hope you and your family are all well. I haven't been in touch for some time because I'm studying hard for my exams.

How's life? Are you also studying hard?

These are the latest pictures of my family. Please send me some of your family's pictures!

Do you remember our friend Catherine? Well, her dad got a new job and they are all going to move to Mexico City! Can you imagine? Some people are really lucky!

Do you think you can come and visit during the summer vacation? We are going to my grandparents' house on the beach in August, and Mom says you can come if your parents agree. Please say yes!

Love from

Amy





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To: Olivia
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2 Write *True* or *False*, and correct the false sentences.

a Amy has recently written to Olivia. False. Amy hasn't been in touch with Olivia for some time.

b Amy's exams are over. _____

c Catherine is moving to Mexico City. _____

d Amy's dad got a new job. _____

e Amy is going to her grandparents' house for vacation. _____

f Amy hasn't asked her mom if Olivia can come. _____

Homework

d Imagine you have some American friends in the US, and you stayed with them for a week last month. **Write** an email to say thank you. **Plan** what you're going to say. Use 1–6 in **a** and the **Useful language** box to help you.

e **Check** your email for mistakes (grammar, vocabulary, punctuation, and spelling).