



Writing Email (Paper 2 Part 1)

Lead-in

1 Discuss these questions.

- 1 Have you been to a meal or a party on a river-cruise boat?
- 2 Would you like to? Why/Why not?

Understand the task

2 Read the task below. What four things must you decide before you start writing? Look back at Module 3A, page 42, Exercise 2, if you need help.

You work for a language school in the UK. A group of students is coming next month and you have organised a lunch cruise for them on a river near the school. You have sent the programme to their group leader, who has written back to you with some questions. Read the questions and the notes you have made. Then write an email to her, giving all the necessary information.

LUNCH CRUISE

Boarding 12:15 from pier. Departure 12:30.

Get off for a walk?

Route: under Castle Bridge to Tower Island and back.

Return 14:30.

Time to get 14:45 coach to London?

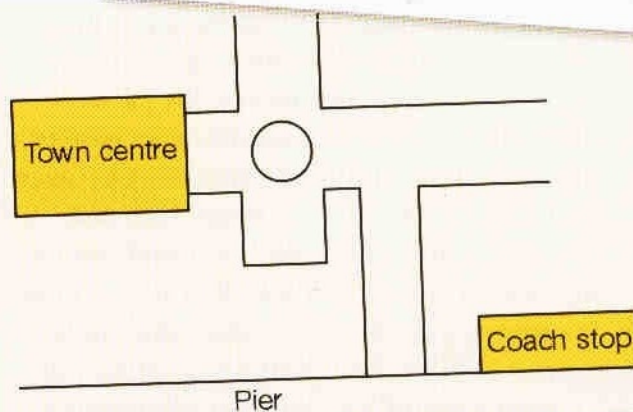
A three-course set menu.

Vegetarian option?



Things to tell group leader

- directions (see map)
- no time for a walk
- London coach stops at pier - so OK
- vegetarian: not sure, will check



Write an email of between 120–150 words. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation.

Plan your email

3 a Make a list of key points to include in the email.

b How many paragraphs will you have? What will you include in

Language and content

- 4 a How could you continue these sentences for the opening paragraph?
Thank you very much for ... Here are the ...
- b Which of these expressions for giving directions would be appropriate in this email?

First ...	Go across the ...
To get to the ..., you can ...	
When you get to ...	Take the ... turning on the ...
Go along	
Go straight ahead	Follow the road until ... Keep going until ... (you get/come to ...).
Turn	
Go round	

- c Match the expressions in this list to the correct functions below.

- | | |
|---------------------------|------------------------------------|
| • We should manage to ... | • I'm afraid there won't be ... |
| • You asked about ... | • You wanted to know whether ... |
| • We might be able to ... | • Unfortunately, I don't think ... |

Referring to questions

As for (X) itself ...

Talking about possibilities

You'll be able to ...

Apologising

I'm very sorry but ...

- d Complete some of the expressions in the table to use in your email.
- e How will you close the email?

Write your email

- 5 Now write your email, using the ideas and some of the language above. Avoid copying whole phrases from the question.

Check and improve your email

- 6 Edit your work.

► Writing reference pages 197–198

LANGUAGE SPOT: giving directions

- a Mark the correct preposition in each sentence.

- There's a bus *in / on / over* the corner.
- Get off *on / between / at* the cinema. I'll be waiting for you outside.
- The car park is right next *to / at / by* my house.
- Go *past / on / at* the supermarket.
- You'll see the café *at / on / in* the right at the end of the road.
- Drive *on / across / at* the bridge.
- Turn sharp right *in / on / at* the crossroads.
- Follow the road *across / past / over* the police station at the bottom of the hill.

- b Mark the more informal alternative in each pair.

- I've never *visited / been to* your house before. Could you *give me directions / tell me the way*?
- Where do we go / Which direction do we take* once we get to the top of the hill?
- You should / I think you ought to* be able to *find the route without any difficulty / find the way OK*.
- There's no need / It isn't necessary* to get a taxi but *it is possible that you will / you might have to wait a short time / a bit* for a bus.
- When you *get there / arrive at your destination* you *will notice / 'll see* my house on the other side of the road.