



Write your email.

Like camping but don't like the rain? My log cabin on the edge of Northgate Forest combines everything you need for a comfortable stay with all the joys (and none of the disadvantages) of outdoor living. Contact melanie@fastmail.com for details on availability, prices and things to do in the area. Don't forget to tell me a bit about yourself.

You see this notice in an English-language magazine:

EXAM TASK

6 Read the exam task and write your email.

- a) Tina is writing to someone she knows / doesn't know well.
- b) Tina is writing to someone who is likely / not likely to have similar interests.
- c) Tina is writing about a difficult / pleasant matter.
- d) The style of the email is polite and formal / semi-formal / informal.

5 Now choose the correct word in each sentence.

In an email, think about who you are writing to, what you are writing about and which style would be appropriate.

Best wishes
Tina Trent

Exam tip!

I'm writing because I saw the information about your treehouse in Devon. I'm a student from Manchester studying Environmental Science and I'm looking for somewhere unusual to stay for a month in the summer. Your treehouse looks perfect! I'd like to know a little more about it. How many people can stay in the treehouse and is it safe to stay in if the weather is bad? Would you be able to send me some photos of it? The one on the website is not very clear. Also, do you know of any wildlife groups who might be looking for volunteers in the summer? Thanks in advance for your help. I look forward to hearing from you.



Dear Jo

4 Read Tina's email to Jo.

- a) Does Kai know George well?
- b) How would you describe the style of the email?
- c) What effect does adding the phrases in exercise 2 have on the email?

3 Answer the questions. What do you think?