**Look at an email written by another pair. Make some comments on:**

|  |
| --- |
| **Content:** How clear is it? Is there anything you found unclear or unnecessary?  Everything make sense and clear |
| **Appropriacy of language:** Is the language appropriate to this kind of email? Does it make good use of phrases from the book (p. 104) and the material in ‚Better emails in English’? Is there any vocabulary that you particularly liked?  He didn’t use the book or the material |
| **Layout / organisation:** Is the layout appropriate to this kind of letter? Comment on anything that could be improved.  Name, Date and Class in the header  Good layout |
| **Language accuracy:** Is there language you think is not correct (grammatical errors, incorrect positions of adverbs etc.)?  Position of the adverbs is correct.  the bike gets took to a tour to a nearby, you have to correct |