

COMMUNICATION

# Writing a text message

**LEVEL**

Beginner (A2)

**NUMBER**

EN\_A1\_2022X

**LANGUAGE**

English



## Learning outcomes

- I can write a brief text message to a friend or colleague.
- I can talk about my communication habits in very simple terms.





**See you later,** alligator.



# Work

to work

office



I **work** as a secretary.

I have lots of friends at the  
**office!**



# Work

**busy**



I'm really **busy** this week!

**boss**



I have a good relationship with my **boss**.

**meeting**



We talk about new ideas at our weekly **meeting**.





# Sentences



I don't feel well. I don't want to go to **work**.

There is no one in the **office** today.



I'm so **busy** at the moment.

I hope my **boss** isn't angry!





# What is happening?



1

**a meeting**

2

**boss**



# Multiple choice

1 I \_\_\_\_\_ as a businessman.

a. work

b. job

2 I have a very \_\_\_\_\_ schedule.

a. friendly

b. busy

3 I have a \_\_\_\_\_ at nine o'clock.

a. meeting

b. schedule





# Work

to talk



I **talk** to my classmates at university.

to communicate

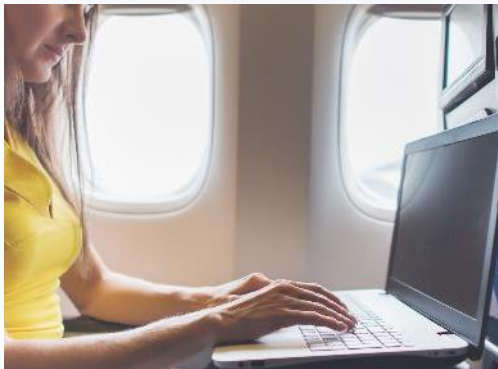


It's important to **communicate** with your workmates.



# Work

**laptop**



**email**



**letter**



I use a **laptop** when I travel.

I write a lot of **emails** at work.

They're reading a **letter**.



# Sentences



I **talk** to my friends on my mobile phone.

I **communicate** with my workmates by email.





# Make a sentence with each word



*I talk to...*

*I communicate with...*

to talk

to communicate

laptop

email



## Answer the questions with a partner

**Who do you talk to in the morning?**

**Who do you chat to on the internet?**

**Who do you speak to on the phone?**

**Who do you write text messages to?**

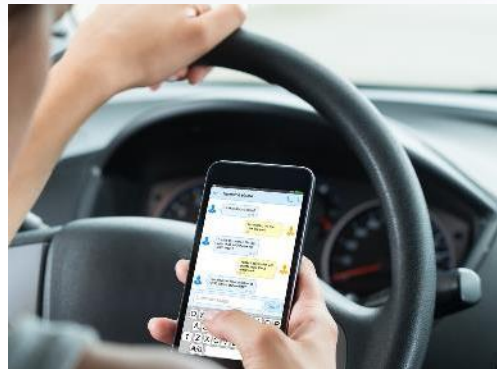


# Work

mobile phone

text message

to text



I talk to my friends  
on my **mobile  
phone**.

I write **text  
messages** on my  
mobile phone.

I **text** my friends!





# Work

to chat



to send a  
message



app



I **chat** to my wife  
during my lunch  
break.

Some people like to  
**send messages** all  
day long.

I downloaded a new  
**app** to help me find  
love.



# Sentences



I'm **sending a message** to my best friend!

What type of **mobile phone** have you got?



I **chat** to my friends using an **app**.

It's dangerous **to text** when you're driving.



## Read the text messages

**Melanie:** Hey Joe, what are you doing? I'm bored! Do you want to get a pizza and watch a movie? xx

**Joe:** I'd love to! I can invite Richard and Julia too. I'll send them a message now. Meet at the cinema at seven o'clock? x

**Melanie:** OK! Great. I'm really looking forward to it. I haven't been to the cinema for so long. See you later! 😊





# Read the text messages with a classmate

Identify the **present simple** and **present continuous** phrases in the messages.

**Fernanda:** Good morning Mr. Smith. I'm sorry but I can't come to work today. I'm feeling ill. I have a cough and a sore throat. I can work at home on my laptop. Fernanda

**Mr Smith:** Hi Fernanda. I'm sorry to hear that you're ill. We can communicate by email. We're having a meeting now. Are you online?

**Fernanda:** Yes, I am. I'm sending you a message now. I hope it works. The signal in my flat is so weak!





# Writing a text message

Write a **short text message** to one of the following people:  
your boss, your friend, a family member.



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# What is happening?

**Describe** what is happening in the picture. Who are the people? What are they doing?







# Answer the questions as a class



Do you know anybody who spends too much time on their mobile phone?

Do you use your mobile phone often? What for?

What is your favourite app?

How often do you get a new phone?



# End of the lesson

Idiom

***to get the message across***

**Meaning:** to communicate in a way that is clear and easy to understand

**Example:** Sarah used simple language in the email to get her message across.



# Additional practice



# Fill in the gaps with the options

- 1 I write a lot of \_\_\_\_\_ messages.
- 2 I \_\_\_\_\_ by email at work.
- 3 I have a new \_\_\_\_\_ phone.
- 4 I use a \_\_\_\_\_ when I travel.
- 5 I use an \_\_\_\_\_ to chat with my friends.

app  
mobile  
text  
communicate  
laptop



# What is happening?

**Describe** what is happening in the picture. Who are the people? What are they doing?







# Writing a text message

Think back to what you wrote on **P.19**.  
Choose a different person to write a text message to:  
your boss, a friend, a family member.



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# Tell your teacher

**Which device do you use to communicate the most?**





# Answer key

**P.8:** 1) a, 2) b, 3) a



# Answer key



**P.25:** 1) text, 2) communicate, 3) mobile, 4) laptop, 5) app



# Summary

## Talking about communication habits:

- Using vocabulary to talk about business and personal communication
- *email, letter, text message, send a message, app, to chat, to talk, laptop, mobile phone*

## Writing a simple text message:

- Reading example text messages
- Practising writing your own message

## Practising vocabulary related to work:

- *boss, meeting, office, busy*



# Vocabulary

to work

office

busy

boss

meeting

to talk

to communicate

laptop

email

letter

mobile phone

text message

to text

to chat

to send a message

app



