

# My first piece of writing in English

WRITING

LEVEL  
Beginner

NUMBER  
EN\_BE\_1171W

LANGUAGE  
English

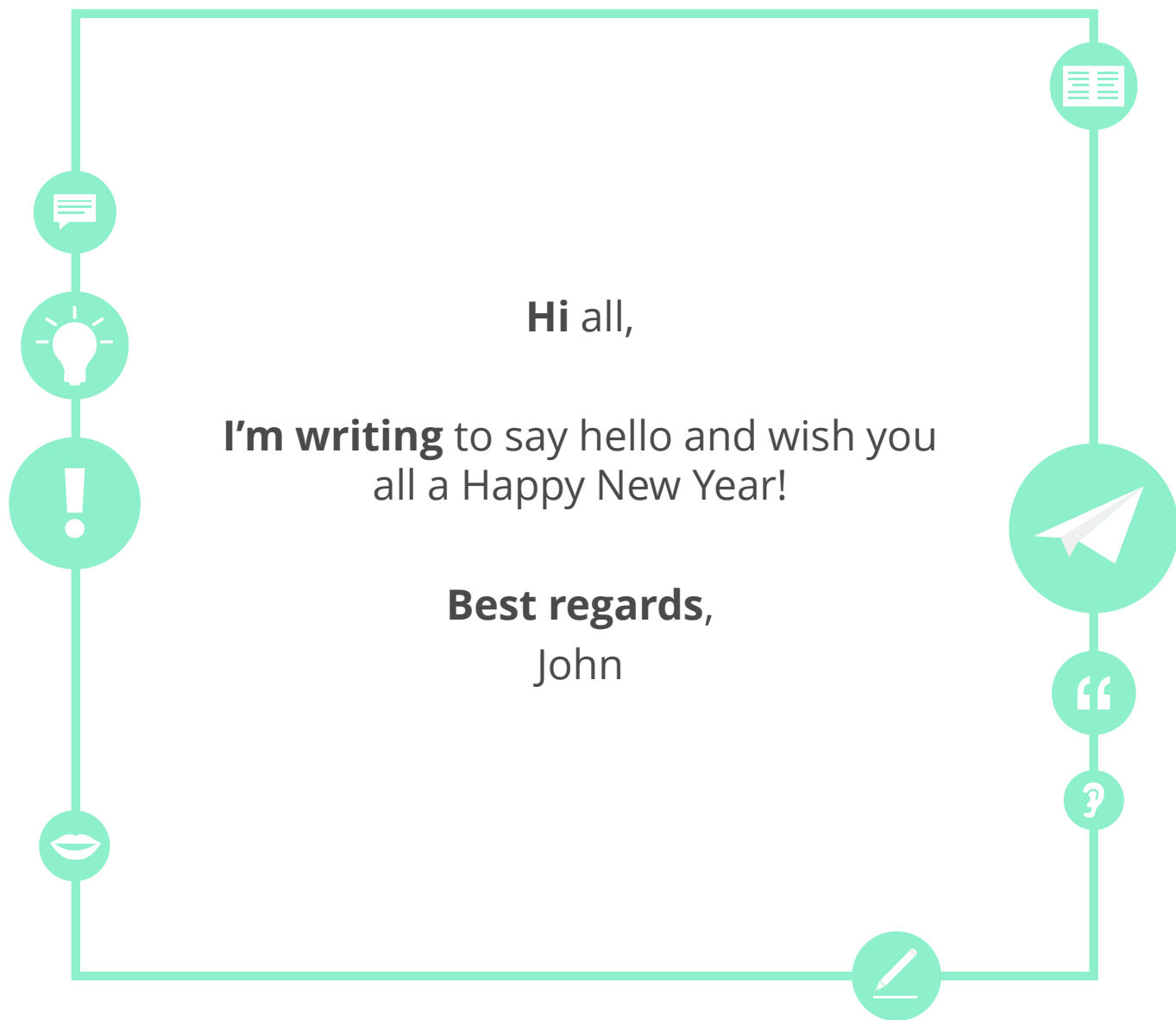




## Goals

- Can read and understand a short email, recognising its basic structure
- Can write own simple email in response using vocabulary and phrases







## Preview and warm-up

- In this lesson, you will practise your **writing skills** in English by **writing a short email**.



**Dear** colleagues,.



## Categorise the email phrases

I'm writing to

Dear Samantha,

Just a quick email

All the best,

Kind regards,

Best,

Good morning,

Hello Jane,

Hi all,

Take care,

Best regards,

See you soon!

Opening

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Main body

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Closing

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## Put the email in order

A

I am very happy to be here and to start working with you all.

Best regards,  
Maria

B

Today is my first day at Johnson's Lawyers. I am from a small town close to Barcelona.

C

Hello everyone,  
  
Just to introduce myself, my name is Maria González.

D

But now I live here in London, in a flat in Bethnal Green. I speak English, Spanish and Catalan.

1.

2.

3.

4.



## Writing an email

**Now write a short email and introduce yourself to your new team at work. Mention where you are from, where you live and also which languages you speak. Use Maria's email on p.6 to help you.**

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To: All

Subject: Today's my first day!

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## Vocabulary review

**free time**

**to travel**

**hobby**

**to enjoy**

**sports**

**to go to the  
cinema**

**to hike**



**to relax at  
home**





## Free time and hobbies



I love my **free time** on Saturday and Sunday, when I'm not at the office.

My colleagues have lots of **hobbies**, like tennis, cooking and yoga.



Jane always plays **sports** at the weekend.

Tom goes **hiking** on Sundays.





## Free time and hobbies



I like **to relax at home.**

But sometimes, I also **go to the cinema.**



Sam **enjoys** spending time with his family.

We'd all like **to travel** more next year!





## My free time

**Write a list of all the sports and hobbies you enjoy in your free time.**

A blank sheet of lined paper with a spiral binding on the left side, intended for writing a list of sports and hobbies.



## My favourite hobby

**Write about four sentences about a hobby you enjoy in your free time. Then, compare with a classmate.**

Lined writing area for the student's response.



## Reading

**Read this email from Mark, who is a new colleague of yours at the office.**

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To: You			
Subject: Hello!			
<p>Hi!</p> <p>Great to meet you today in the meeting.</p> <p>Any plans for the weekend? Are you going hiking again?</p> <p>What else do you like doing in your free time?</p> <p>Best, Mark</p>			



## Writing a reply

**Now write a reply to Mark's email on p.13. Remember to use the appropriate opening and closing phrases in the email and to answer his questions.**

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To: All

Subject: Weekend plans!

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## Now compare your email to this example

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To: Mark

Subject: RE: Weekend plans!

Hi Mark,  
Great to meet you also.

Yes, I'm going to Sherwood Mountains this weekend with some friends. We usually go hiking every month, it's great. I love being outside the city.

I also like cooking a lot. I'm doing a class on Tuesday evenings in Thai cuisine. Do you like cooking? Maybe you would like to come too.

Best,



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no







## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

**Exercise 2, p.6**  
C, B, D, A

**Exercise 1, p.5**  
**Opening:** Dear Samantha, Hello Jane, Hi all, Good morning,  
**Main body:** I'm writing to, Just a quick email,  
**Ending:** All the best, Kind regards, Best, Take Care, Best regards, See you soon





## Categorize these words

hiking

teacher

sunny

cooking

cool

lawyer

doctor

cloudy

engineer

knitting

hot

dancing

Hobbies

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Jobs

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Weather

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## Writing practice

**Write an introduction of around (50 words).  
Who are you? Who is your family?  
What are your hobbies? What do you like to eat?**

A blank sheet of white paper with a spiral binding on the left side. The paper has horizontal lines for writing. The spiral binding is made of small white rings.



**Exercise 1, p.20**  
**Hobbies:** hiking, knitting, dancing, cooking  
**Jobs:** lawyer, doctor, engineer, teacher  
**Weather:** sunny, cloudy, hot, cool



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