

WRITING

Writing a letter

LEVEL

Elementary (A2)

NUMBER

EN_A2_1131W

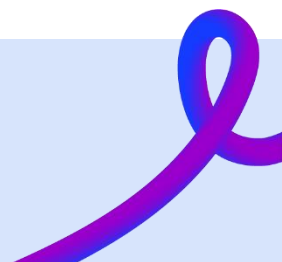
LANGUAGE

English



Learning outcomes

- I can recognise and recall some key phrases to open and close a letter.
- I can write a short letter of my own.





Warm-up

**When did you last write
a letter?**



Who did you write to?



Opening a letter

- We use **informal greetings** when writing to **friends** or **family**.
- Formal greetings are more appropriate when we **do not know** the person.

More informal openings	More formal openings
Hey George,	Dear George,
Hi Julie,	Dear Mrs. Meadows,
Hello Mark,	To whom it may concern,



Closing a letter

- We **close** a letter with one of these phrases.

More informal closings	More formal closings
Love,	Best regards,
See you soon,	Best wishes,
Take care,	Sincerely,



Categorise the phrases

More informal

More formal

Take care,

Dear
Sir/Madam,

Best regards,

Hi Tom,

Dear John,

Love,

Hey
Mohammed,

Sincerely,



Informal and formal letters

In **breakout rooms**, think of 3 more examples of informal and formal letters.

Informal letters

A postcard to a friend

Formal letters

A complaint to a hotel



Vocabulary review





Vocabulary review



Would you like to **go out** for dinner this week?

Sorry, I can't. I have a **full schedule** at the moment.





Vocabulary review



I am **free** tomorrow afternoon.

I **am looking forward to** seeing you this weekend.



Have you got any **plans** for tonight?

I'm going to **see a film** with my sister.





Do you remember?



**I'm looking forward to
do that!**

**I'm looking forward to
doing that!**

Which sentence is correct and why?



Fill in the gaps

Re: My 30th birthday party



To: emily_smith@mail.com

Hey Emily,

Thanks a lot for _____ me to your party.

I'd love to come, but I already have _____ on Saturday.

Why don't we _____ for dinner _____?

Take care,
Tom



plans

inviting

next week

go out



Invite a friend to an event

Spend about 15 minutes writing. Try to **write** at least 50 words.

Write a short letter to them.

Say when and where the event will be.

A large, white rectangular area with horizontal lines, resembling a sheet of paper or a writing template, with a blue tab on the top left corner.



Compare your writing

Dinner next week?



To julia.johnson@mail.co.uk

Hey Julia,

How are you doing? Would you like to go out for dinner next week? We could go to that new Thai restaurant in the area.

If you are free, we can meet at 7pm in front of Old Street tube station. Please let me know if you would like to come.

See you soon!

Tom



How could you improve your own writing?



End of the lesson

Idiom

to put pen to paper

Meaning: to write (or start to write) something

Example: Let's **put pen to paper** and finish this letter!



Additional practice



Match the phrases

1 Would you like to...

2 My schedule is...

3 Are you free...

4 I'm really looking forward to...

5 Have you got...

a ... completely full at the moment.

b ...on Wednesday to go for a drink?

c ... any plans for tonight?

d ...go for a coffee next week?

e ...seeing you this weekend!



Complete with your own ideas

Then, **choose** two questions. **Ask** a classmate.



Have you got any plans
for...?

Would you like to...
with me?

Why don't we...?

What are you looking
forward to...?



Correct the 5 mistakes

Plans for next week



To: samantha_truscott@mail.com.au

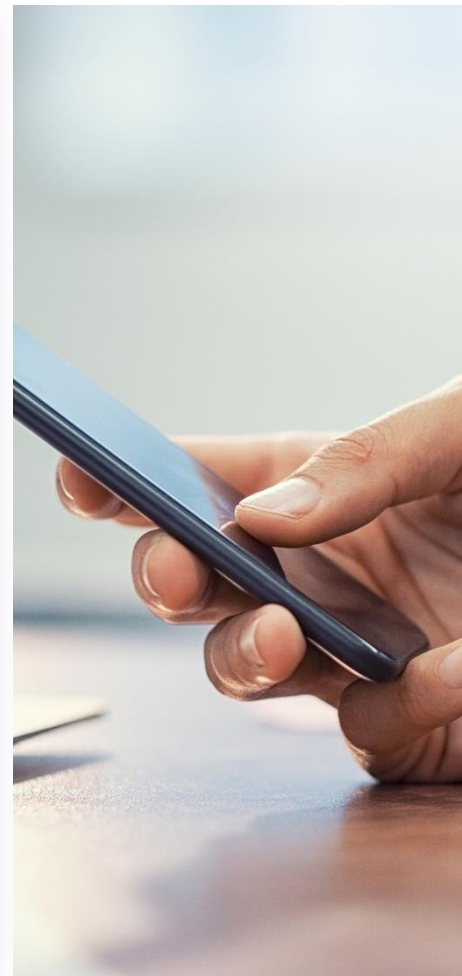
Hi Samantha,

How is you? I am doing great! I am have a party this weekend.

Would you liking to come? My friends and roommates are coming. We is having pizza and snacks. The party is at 9pm in Friday. I hope you can come!

See you soon,

Frank





Answer key

- P. 12:**
1. inviting
 2. plans
 3. go out
 4. next week

P. 18: 1. d, 2. a, 3. b, 4. e, 5. c

P. 20: How **are** you? I am doing great! I am **having** a party this weekend. Would you **like** to come? My friends and roommates are coming. We **are** having pizza and snacks. The party is at 9pm **on** Friday. I hope you can come!



Summary

Opening a letter:

- Use **informal greetings** when writing to **friends** or **family**, e.g. *Hey; Hi; Hello*
- Formal greetings are more appropriate when you **do not know** the person, e.g. *Dear; To whom it may concern*

Closing a letter:

- Close a letter with one of these phrases:
- **Informal:** *Love; See you soon; Take care*
- **Formal:** *Best regards; Best wishes; Sincerely*

Vocabulary review:

- *free; to be looking forward to; full schedule; to go out; this weekend*
- *to go for a coffee; to see a film; Have you got any plans for...?*
- *I'm looking forward to seeing you.*



Vocabulary

Dear

To whom it may concern

Best regards

Best wishes

Sincerely

free

to be looking forward to

full schedule

to go out

this weekend

to go for a coffee

to see a film

Have you got any plans for...?

