

An important email

READING

LEVEL
Intermediate

NUMBER
EN_BE_2434R

LANGUAGE
English



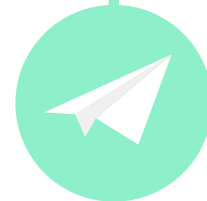


Goals

- Can understand an important email.
- Can distinguish between the present perfect and the past simple in a short text.



Hi Ben,
I'm just writing to give you some
important news. Keep reading to find out
what it is!





Vocabulary review

Hi!

Thanks for your
email

You'll be pleased
to hear

Could you
please...?



I'm just writing
to

Would you
mind...?

Hope to hear
from you soon

Best



Sentences



Hi Steve!

Thanks for your email.



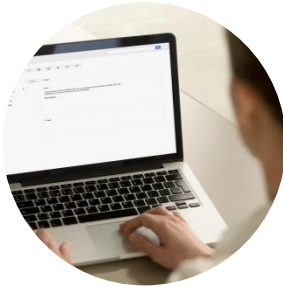
I'm just writing to ask you about my hours next week.

You'll be pleased to hear that I am joining your team.





Sentences



Would you mind asking your colleagues if they are going?

Could you please help me with this report?



Hope to hear from you soon!

Best, Julia





Read the start of Martina's email

Hi Luca,

Thanks for your email. I'm just writing to update you on my job search.

You'll be pleased to hear that **I have accepted** the position in your office in London and I will start working with you from November. **I applied** for the job about two months ago and **I had** three interviews - **it was** a really long process! I will be in the legal department of course and I will manage a team of four people. It's going to be a big change for me. When **we worked** together here in Rome **I learnt** a lot from you and I hope I will learn more in London.



Writing

Write the answers to these questions about the reading text below.

How do Martina (the writer) and Luca know each other?

Where is Martina moving from and to?

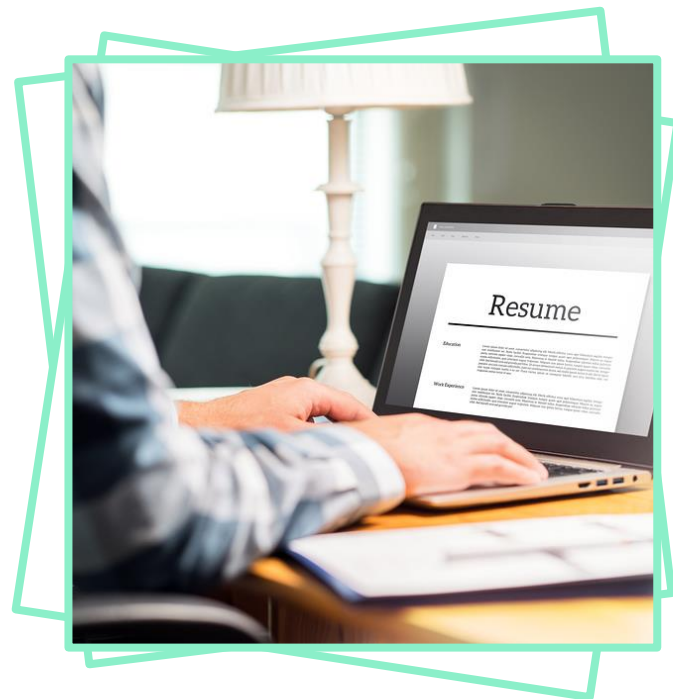
What is Martina going to be doing in her new office?



Speaking

Have you ever **applied** for a **job**
with a long **interview** process?

How about for a **job abroad**?





Writing and speaking

Martina says she learnt a lot from Luca when they worked together. Have you ever had a mentor or a senior colleague who you learnt a lot from? What kind of things did they teach you? Make notes here and then share with your classmates.

Time management

Presentation skills





Reading an email

I have worked in an international team **since I started** at this company so speaking English at work is no problem. But I hope I can understand real Londoners as well as my colleagues! You know that **I have lived** in Rome all my life, so I'm nervous and excited about coming to live in London. **People have told** me that it's really crowded and rainy - is that true? And **I have heard** that office hours in the UK are usually 9am - 5pm; do you work those hours or do you start earlier or later?





Present perfect vs. past simple

Three of these sentences use the incorrect tense. Can you correct them with the help of the text?

1. Martina has applied for the job in London two months ago.
2. Martina had three interviews for the job in London.
3. Martina has learnt a lot from Luca when they worked together.
4. Martina worked in an international team since she started at her company in Rome.
5. Martina has lived in Rome all her life.





Speaking

Answer these questions about Martina's email with your classmates.



1

Is Martina worried about speaking English?

2

Has Martina ever lived abroad?

3

What does Martina ask about London? Do you think it's true?!



Speaking

What is the most difficult thing about moving abroad?

The language

Finding a place to live

The different work culture



Reading an email



I went to London on holiday when **I was** at university, but that was more than ten years ago so I think **a lot has changed**. **Would you mind** showing me around when I arrive there? And maybe you can help me look for a flat? **Could you please** also look for a good gym for me to join near the office? I exercise most evenings here in Rome and I really want to do the same in London.

Hope to hear from you soon,
Best,
Martina



Structuring an email

Put the stages of writing an email in order.

1. Closing
2. Main body
3. Salutations
4. Ending
5. Opening



List

Pick phrases out of the email to go in each category then add any more that you remember. Share your answers with your classmates.



Hi

Best



Salutations

Opening

Main body

Ending

Closing



Imagine

You have been offered a job in Australia! Luckily, one of your colleagues from home is already working there now. Imagine what position you will have and make notes about anything you want to know before you go to Australia.

Think about:

- The language
- The work culture
- Your free time
- What position you will have





Write an email

Now write an email to your colleague in Australia telling them about your new job and asking any questions you have. Use the sample email as a guide.

A sample email form with a window-like border. The 'To' field contains 'mycolleague@downunder.com.au'. The 'Subject' field contains 'I've got a job in Australia!'. The body text area contains several horizontal lines for writing.

To: mycolleague@downunder.com.au

Subject: I've got a job in Australia!



Speaking

Share your email with a partner. Did you have the same questions about Australia?



snakes and
spiders

friendly people

hot weather

expensive



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



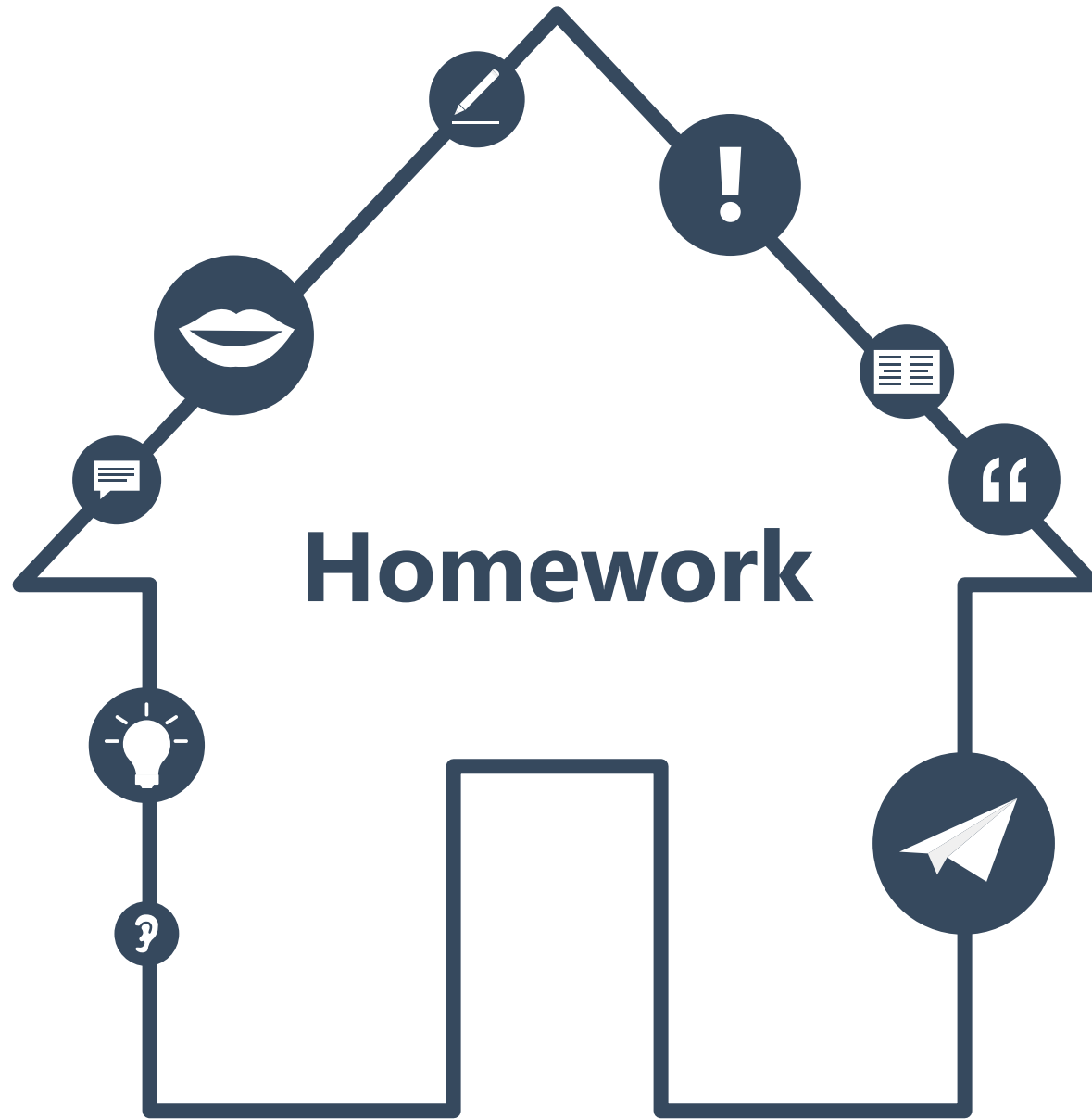
Answer key

Exercise p. 16

1. Salutations, 2. Opening, 3. Main body, 4. Ending, 5. closing

Exercise p. 12

1. Martina applied, 2. OK, 3. Martina learnt, 4. Martina has worked, 5. OK





Order the text

A

See you soon,
Best,
Luca

B

Now to answer your
questions. Of course I can
help you look for a flat and
a gym.

C

Dear Martina,
Thanks for your email! It's
great to hear you're going
to be working in London.

D

Yes, I work from 9am –
5pm usually, but
sometimes I work late.
London is crowded but so
is Rome! And the weather
is not too bad here; just
buy a good umbrella.

1.

2.

3.

4.



Email writing

Imagine Martina was writing to you and she is moving to your country to work. Reply to her email here.

—

□

×

To: Martina

Subject: You're moving to my city!

Hi Martina,



Homework answer key

Exercise p. 25
1. C, 2. B, 3. D, 4. A



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