

WRITING

Real writing

LEVEL

Elementary (A2)

NUMBER

EN_A2_2131W

LANGUAGE

English



Learning outcomes

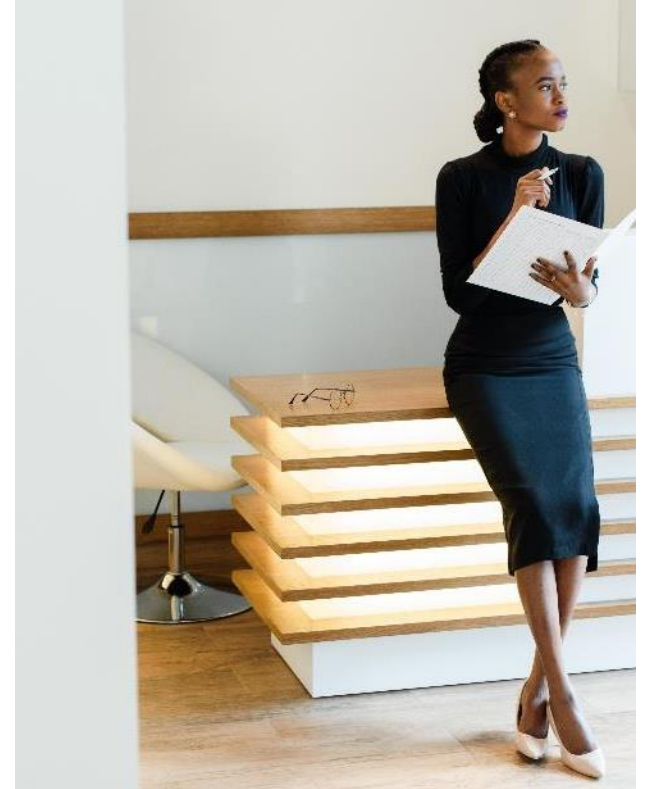
- I can structure a short personal letter appropriately.
- I can write about a personal experience I've had in simple terms.



Warm-up

**How often do you
write letters or emails
to your friends?**

**How often do you receive
letters or emails from your
friends?**





Beginning a personal letter

Use a **greeting** and the **name** of the person you are writing to at the **start of a personal letter**.

Review the examples below!

1 Dear _____,

2 To _____,

3 Hi _____,

4 Hello _____,

5 Dearest _____,





Content of your letter

- In this lesson, you will practise writing about **things you have done** and **experiences you have had**.
- You will practise writing to a **friend** or **family member**, so the language you use will be similar to a conversation.
- Include the following parts when writing a **personal letter**.

Greeting

Dear John,

Mention of their last message

Thanks for your last letter! I hope you're feeling better.

Things you have done

I have just finished my final assignment at college. I hope I pass!

Experiences you have had

I went to Bangkok last month-what an amazing city!

A question for the recipient

Have you got any news?

An appropriate sign-off

Love, Claire



Ending a personal letter

Use an appropriate sign-off to **end** a personal letter.

Review the examples below!

1 Love, _____

2 Your friend, _____

3 Hope to see you soon, _____

4 Best wishes, _____

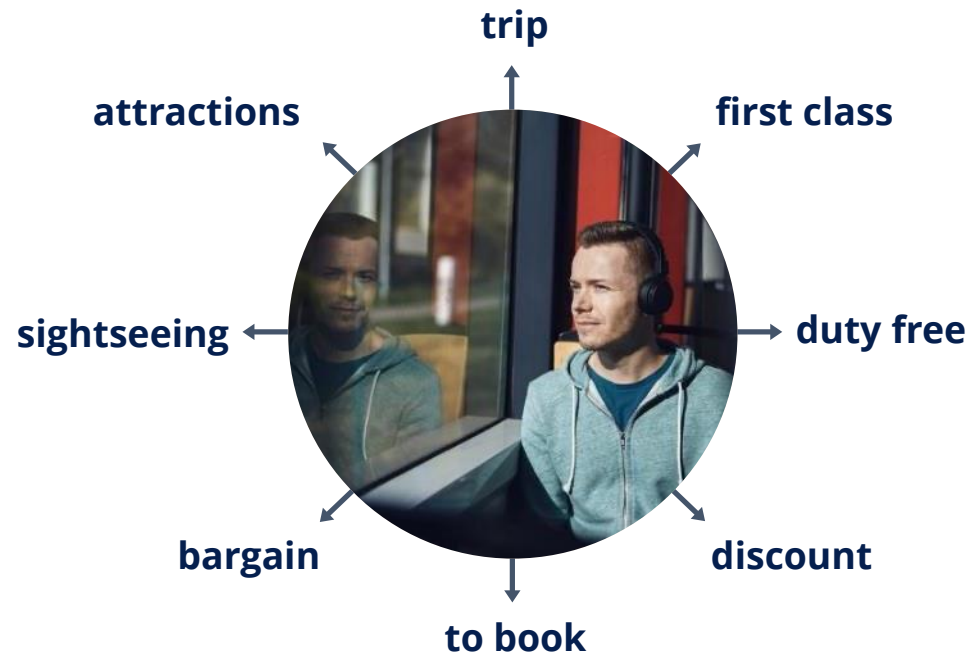
5 Take care, _____





Shopping and travel

Review the words below.





A short trip



I went on a short **trip** to Brussels last week.

I flew economy class because **first class** tickets were too expensive.



I bought a new pair of sunglasses in the **duty-free** shop at Madrid airport.

There was a 50% **discount**, so I couldn't say no!



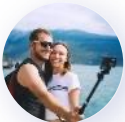


A weekend in Brussels



I **booked** a hotel online and got a great price.

It was only €79 for two nights – what a **bargain**!



I had to work, of course, but I made sure to do some **sightseeing** before I left.

There are lots of wonderful **attractions** in Brussels and so much to see and do!





My experiences

Write a list of places you have been and things you have done.

Places I've been

Things I've done





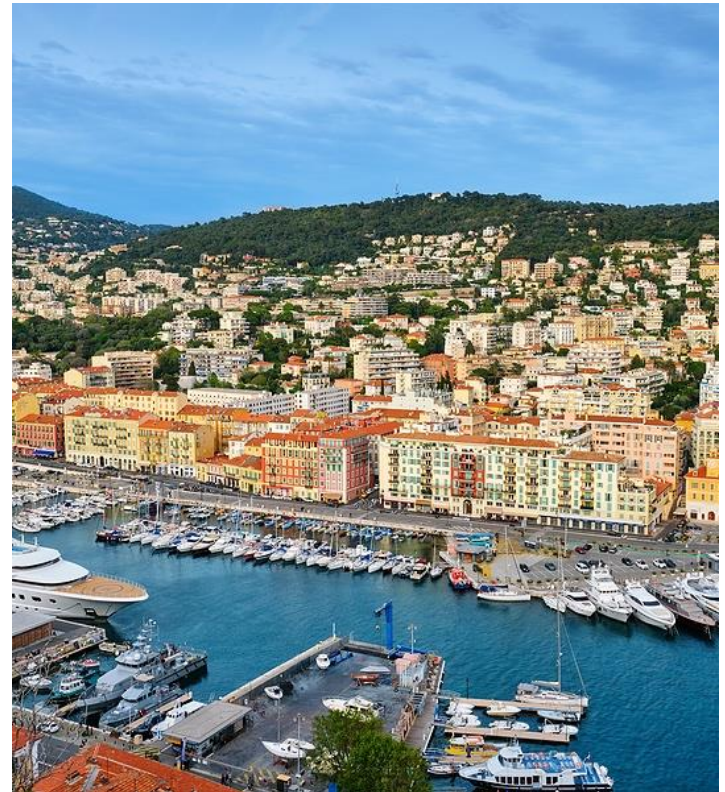
A recent trip

1. **Write** 3 sentences about a recent trip you had.
2. **Use** the topics below.

1 your journey

2 your accommodation

3 the attractions





Education and technology

Review the words below.





My education



I started a postgraduate **course** at the local institute of further education a couple of weeks ago.

The first **assignment** is due next week.



My **tutor** is very smart and has helped me to understand the course material.

She gave me a great idea for a **research** topic, so I've been busy working on that!





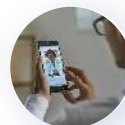
I saw your new **profile picture** on my news feed – you look great!

Have you seen that meme that **went viral** on social media? It was hilarious!



It's **trending** on the university chat room now. You should check it out.

Search it using the **hashtag** #bestjokeever



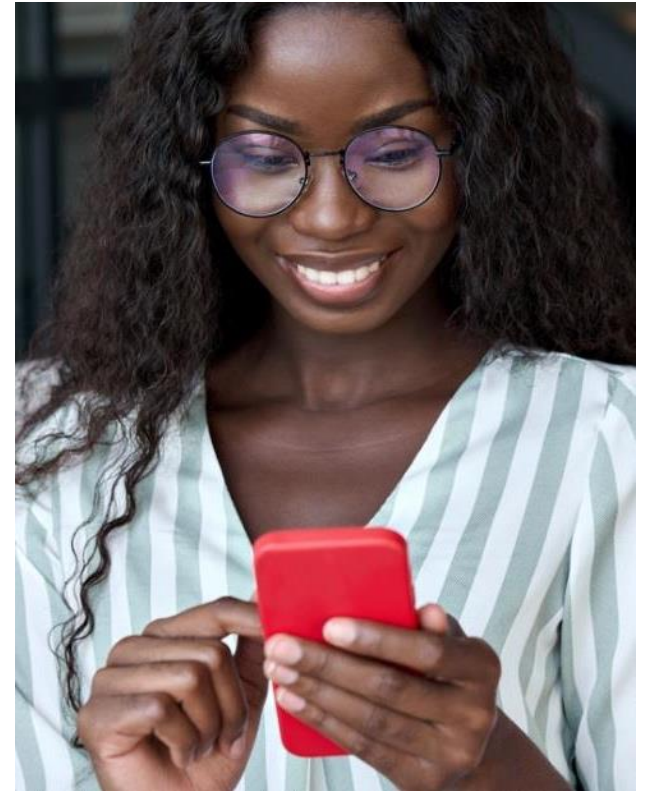


Discuss

Answer the question below.

**What have you
seen on social
media lately?**

**In breakout rooms or together
as a class, share your answer!**





Letter example

Read the sample letter below.

10th October 2022

Dear Sonia,

I hope you're well! I just got back from a two-week trip to Glasgow. I was on a language exchange course – it was so much fun! The assignments were difficult, but the tutor was great, and I passed with flying colours!

I uploaded some photos on social media – you should check them out!

Have you got any news? I saw a funny meme on your homepage the other day. Did you upload it, or was it one of your friends?

Hope to see you soon,
Cory





Write a personal letter

1. **Write** a personal letter to a friend or family member.
2. **Use** words and phrases from the lesson to write about an experience you have recently had.
3. Spend about **15 minutes** and aim to write **50-60 words**.

A graphic of a blank sheet of white paper with horizontal lines, resembling a notepad or a piece of paper for writing a letter. The paper has a folded top-left corner.



End of the lesson

Idiom

The writing is on the wall.

Meaning: there are clear signs that something bad will probably happen soon

Example: She saw the writing on the wall and found a new job.



Additional practice



Discuss

Answer the questions below.

**In this lesson, we've
looked at shopping,
travel, education and
technology.**

**Is there anything else you
would write about in a letter
to a friend?**





Letter example

Read the sample letter below.

15th September 2022

Dear Laura,

How are you doing? I have just arrived back from holidays. I was in Spain. I was studying Spanish – it was so much fun! I met lots of people from all over the world.

I uploaded some videos on social media – you should check them out!

What did you do this summer? I saw some pictures of you at the beach. Where was that?

Hope to see you soon,
Max





Categorise

Categorise the words and phrases into one of the two pink boxes below.



1

Dear

2

Love

3

Hi

4

From

5

See you soon

6

Your friend

7

Greetings

8

To

Greeting

Ending



Complete the letter

Complete the letter with your own ideas.

Dear _____,

I hope _____! I just got back from
_____. I was _____ – it was so much fun! I
did _____.

I uploaded some _____ on social media – you
should check them out!

_____? I saw you _____.

_____,





My education

Answer the questions below.

Have you started studying a new subject recently?



If not, is there a new course or skill you would like to start soon?



Answer key

P.23:

Greeting: 1, 3, 7, 8

Ending: 2, 4, 5, 6



Summary

Beginning and ending a personal letter:

- Use a **greeting** and the **name** of the person you are writing to at the **start of a personal letter**.
- *Dear... ; To... ; Hi... ; Hello... ; Dearest...*
- Use an appropriate **sign-off** to **end** a personal letter.
- *Love... ; Your friend... ; Hope to see you soon... ; Best wishes... ; Take care...*

Content of your letter:

- Things to include are a **greeting**; a mention of a **previous message**; things you've **done**; **experiences** you've had; a **question** for the recipient; and an appropriate **sign-off**.

Vocabulary revision on shopping and travel:

- *trip; first class; duty free; to book; sightseeing; attractions*
- *discount; bargain*
- *The hotel was only £80 per night, which is a **bargain** in London!*

Vocabulary revision on education and technology:

- *course; assignment; tutor; research*
- *profile picture; to go viral; trending; hashtag*
- *My **tutor** gave me a good idea for a **research** topic.*



Vocabulary

trip

first class

duty free

discount

to book

bargain

sightseeing

attractions

course

assignment

tutor

research

profile picture

to go viral

trending

hashtag



Notes

