

4 WRITING • An email about your school

I can write an informal email about my school.

THINK! What do you know about schools in other countries?

Hi Ela,

I'm happy that you can study here next month. Here's some information for you.

Clonakilty Community College is a medium-sized school with about 500 students. It's in Clonakilty, Ireland. Classes are from 9 a.m. to 4 p.m. Some subjects are compulsory like maths and English. Others are optional. I like languages, so I study French.

Here's a photo of my classmates. Send me a photo of yours.

Write soon,

Danny



1 Read the email. How many students are there in Danny's school? Is Danny's school very different from your school?

2 Complete the Key Phrases with words in the email.

KEY PHRASES

Giving information about your school

- 1 I'm that
- 2 It's a small / / big school.
- 3 Some subjects are compulsory like
- 4 Others are
- 5 Here's a of
- 6 Send me

Language Point: so

3 Study the examples. Then match 1–4 with a–d and write sentences with **so**.

I like languages, so I study French.

- 1 I'm learning some Spanish words
 - 2 I've got two bikes
 - 3 There's a history exam tomorrow
 - 4 There aren't any classes this afternoon
- a. we can go and play football.
b. I'm revising now.
c. I need a dictionary.
d. you can use one of them.

4 **USE IT!** Follow the steps in the writing guide.

WRITING GUIDE

A TASK

A student from a different country is visiting your school in three weeks. Write an email and give him some information about your school.

B THINK AND PLAN

- 1 Who is the visitor and when is the visit?
- 2 How big is your school?
- 3 Where is your school?
- 4 When are the lessons? What are the subjects?
- 5 What is in the photo you are emailing?

C WRITE

Hi/ Hey ...

Step 1: The reason you write

I'm happy that ...

Step 2: The information you mention

... is a small / medium-sized / large school ...

Classes are ...

Some subjects are

Others ...

Step 3: The information you need

Here's ...

Send me ...

Write soon,

...

D CHECK

- present simple
- giving examples
- so