

4, Dunbarten Terrace
London
August 15, 2006

Dear Imene,
Hi ! How are you ?

My family and I are back in London now. We really enjoyed the time we spent in Jerba. The island was very peaceful and quiet and the people very friendly and helpful. We all want to thank you for the good time we spent with you and your family.

Mum and Dad went back to work this morning but Christine and I are still on holidays. School usually begins in September. So, we still have a couple of weeks to relax. Dad got up early today to work in the bakery and Mum went down to the shop to sell fresh bread and cakes. Dad's bakery is next to Mum's shop. When I finish writing this letter, I'll go to the kitchen and wash the dishes. Christine is making the beds now and then she'll go downstairs and help Mum. In the afternoon, we'll be free to do what we want.

When we were in Jerba, you said that you wanted to visit London some time. Last night, I said to Mum and Dad «Why don't we invite Imene to spend a few days with us ? ». «Good idea », they said. Can you come soon ? Please try to come. We'll be very happy to see you again and I promise you won't regret it.

I hope you'll accept our invitation. I expect to hear from you soon.

Your Friend,
Chris

Read the text and fill in the table with the appropriate information:

| Text type | Sender | Receiver | Relationships | Purpose(s) |
|-----------|--------|----------|---------------|------------|
| | | | | |

What type of letter did Chris write to Imene?





Focus on the text and label the parts of letter with the right heading:

sender's name/greeting/ opening phrase/ closing phrase/ address/
signature/ date/ the body of the letter/

The form consists of a large outer rectangle. Inside, there are several smaller rectangles for labeling. On the left side, there is a small rectangle. On the top right, there is a small rectangle. Below that, on the middle right, is another small rectangle. Below the left rectangle is a long horizontal rectangle. In the center of the form is a large rectangle with a notched right side. Below this central rectangle is a long horizontal rectangle. Below that is another long horizontal rectangle. On the bottom right, there are two small rectangles stacked vertically.





How to write an Informal Letter.

The Writing Strategy of an Informal Thank-You Letter.

1. Write your address and the date in the top right (- hand) corner
2. Start the letter with: *Dear + Name,*
3. Ask how a person you are writing to is or express your hope she/he is well
How are you? I hope you are well. Then express your gratitude for the received letter.
Thanks for your letter. It was good to hear from you.
4. You are allowed to use short forms (contractions): *It's, You're, I'd* and colloquial expressions.
5. You finish the letter with: *Love, Lots of love, Best wishes,*
6. Then sign it with your name
7. If, after having finished the letter, you want to add something, do it in post scriptum. - *PS*



Ex.1 Match the missing parts of the letter (a-f) with the gaps (1-6)

1

2

3

How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.

I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. It was a laugh! I met a lot of really nice kids.

Why don't you come here in the holidays? It would be great to get together!
Hope to see you soon!

4

5

- a) Dear John, _____
- b) Adam _____
- c) 15 Coulter Road,
Ashford _____
- d) PS My brother sends
his love too. _____
- e) 25th May 2015 _____
- f) Best wishes, _____



Ex.2 Find informal words and phrases in the letter that mean:

- 1) thank you _____
- 2) very good _____
- 3) lots of _____
- 4) I think _____
- 5) fun _____
- 6) best friend _____
- 7) children _____

Ex.3 Answer the questions about Adam's letter.

- 1) What phrases does he use to open and close his letter?

- 2) Which five different contractions does he use?

- 3) What activities did each of them do recently?

- 4) What information does he add after his name?



Ex.4 Rewrite these sentences in a more informal style.

- 1) Thank you for inviting me to your birthday party. It was fun!

- 2) Adam thinks there are lots of very good places to visit near here.

- 3) Thank you for the book. It's very good.

- 4) I think my best friend is fun. _____

Ex.5

Imagine Adam is your penfriend. Write a reply telling him about your lifestyle. Use the writing guide to help you. Remember to use informal language and some of the useful expressions above.





Read the text again and fill in the table with the appropriate sentences:

| Present simple | Present continuous | Past simple | Future |
|----------------|--------------------|-------------|--------|
| | | | |

Classify the time expressions in the right box:

Last week/ tomorrow / everyday/ always/ in a couple of days / next week / a couple of weeks ago/ now/ Listen/ in 2000/ next time/ at the moment / at present/ look/ last year/ a few weeks ago/ never/ sometimes/

| Present simple | Present progressive | Past simple | Future |
|----------------|---------------------|-------------|--------|
| | | | |



Complete the sentences. Use **I'll (I will)** + these verbs:

~~carry~~ do eat show sit stay

- 1 My bag is very heavy.
- 2 I don't want this banana.
- 3 Do you want a chair?
- 4 Did you phone Sophie?
- 5 Are you coming with me?
- 6 How do you use this camera?

I'll carry it for you.
 Well, I'm hungry. it.
 No, it's OK. on the floor.
 Oh no, I forgot. it now.
 No, I don't think so. here.
 Give it to me and you.

Helen is travelling in Europe. Complete the sentences with **she was**, **she's** or **she'll be**.

- 1 Yesterday **she was** in Paris.
- 2 Tomorrow in Amsterdam.
- 3 Last week in Barcelona.
- 4 Next week in London.
- 5 At the moment in Brussels.
- 6 Three days ago in Munich.
- 7 At the end of her trip very tired.



Helen



STUDY

1-TEXT SUMMARY :

Chris writes a letter to Imen to thank her and her family for the good time they spent with them in Jerba. He is still on holiday and his Dad and Mum are just back to work. Chris invites Imen to visit London

2-VOCABULARY :

| NEW WORDS | SYNONYM / DEFINITION | EXAMPLE |
|----------------|---|--|
| begin (v) | start, take the first step | Our English lesson begins at 8 a.m |
| cheerful (adj) | happy, glad, bright, pleasant | Our teacher is in a cheerful mood this morning. |
| both (adj) | two persons or things, the two | Both my parents are nurses. |
| expect (v) | look forward, wait, believe something will happen | As a teacher, I expect more discipline from my pupils. |
| diary (n) | a book which records someone's daily activities | Don't forget to write the date of the meeting in your diary . |
| regret (v) | miss very much / feel sad about something that one has done | Is there anything you have done in your life that you regret ? |
| promise (v) | give one's word, tell someone that you certainly will do something. | Her parents promised her a new bike after she passed her exams. |

3-GRAMMAR:

A- Four common tenses:

| <i>Tenses</i> | <i>Affirmative / Negative / Questions</i> | <i>Main use</i> | <i>Signal Words</i> |
|-----------------------------------|---|---|---|
| <u>Present Simple</u> | A: He speaks. N: He does not speak. Q: Does he speak? | <ul style="list-style-type: none"> habits facts | always, every ..., never, normally, often, seldom, sometimes, usually |
| <u>Present Progressive</u> | He is speaking. N: He is not speaking. Q: Is he speaking? | <ul style="list-style-type: none"> action taking place at the moment of speaking | at the moment, Listen!, Look!, now, right now |
| <u>Simple Past</u> | A: He spoke. N: He did not speak. Q: Did he speak? | <ul style="list-style-type: none"> definite action in the past | yesterday, ... ago, in (1990), the other day, last Friday |



| | | | |
|----------------------|--|--|--|
| Future Simple | A: He will speak. N: He won't speak. Q: Will he speak? | • action that starts at a time later than now. | next week, month, year, ... tomorrow, in (2025) |
|----------------------|--|--|--|

B-Yes/No questions in the future simple:

| Auxiliary | Subject | Verb | Rest | Yes/No | Subject | Auxiliary (+ n't) |
|-----------|---------|--------|---------------|--------------------|-------------------|------------------------------|
| Will | you | lend | him the book? | Yes, No, No, | I I I | will. will not. won't. |
| Will | Jane | arrive | on time? | Yes, No, No, | she she she | will. will not. won't. |

C-Wh-questions in the future simple:

| Question word | Auxiliary | Subject | Verb | Rest | Answer |
|---------------|-----------|---------|------|----------------|---|
| When | will | you | send | me the e-mail? | I will send you the e-mail tonight. |
| What | will | we | need | for the party? | We will need cola, sandwiches and crisps. |

ACTIVATE

1-Fill in the blanks with words from the list below:

expect – plan – tidy – both – make – leaves – promised – begin – diary - set

Alison is a 13-year-old pupil. She is _____ and orderly in her habits and appearance. She keeps a _____ to record and _____ her daily activities. She usually wakes up very early in the morning. She washes and brushes her teeth. Then she helps her Mum to _____ the beds and _____ the table for breakfast. Alison _____ home at 7:30 a.m to catch the school bus. The lessons _____ at 8:00 a.m. and end at 3:00 p.m. Alison's parents are _____ helpful and supportive, and they _____ her to do well at school. Lately, they _____ to buy her a mobile phone after she passed her exams.



2-Put the verbs in brackets into their correct tense:

Dear Julie !

As you know I **(arrive)** in Paris a week ago, but there **(be)** a problem with my luggage which was sent to Lisbon instead of Paris.

Yesterday, someone **(call)** me from the airport to go and pick them up. That's why I **(not be)**..... at home when you **(phone)**me.

The family I **(stay)**with at the moment are very nice. They treat me exactly like one of them. I **(share)** a room with their daughter who is about my age. Every morning her mother **(wake)** us up with a cup of tea. Herbie, Jane's father , is also a nice guy. He lets Jane and me do everything we want. He even allows us to take his car when we **(want)** to go somewhere.

Tomorrow **(be)** my first day at the language school and I am really looking forward to it.

They **(tell)** me to be there at 9 o'clock. I **(take)**a placement test in the morning . I expect they **(announce)**

..... the results by the end of the day.

Well, that's all for now. Please write soon. I would really like to know what **(go)**on at home these days.



3-Drag the words to the right boxes to make correct questions:

| | | | | | | |
|-------|----------|----------|--------|----------|------|------|
| will | to | birthday | who | invite | you | your |
| | | | | | | ? |
| her | pay | for | she | dress | will | new |
| | | | | | | ? |
| The | come | when | back | children | home | will |
| | | | | | | ? |
| plane | expected | will | arrive | the | time | on |
| | | | | | | ? |
| bus | London | will | travel | by | she | to |
| | | | | | | ? |

4-Writing:

Write a letter to a friend who is visiting your country for the first time. Tell him/her about the best time of the year to come and the places he/she could visit. Invite him/her to your house.

Use the informal letter's layout as your guideline:

- 1-Date and address / 2-Greeting / 3-Opening sentence / 4-Body of the letter /
5-Closing sentence / 6-Name and signature

