

Unit 1.11

Writing : Informal letters/emails

- Letters/Emails inviting/accepting – refusing invitations

- Letters/Emails inviting/accepting – refusing invitations consist of four paragraphs. See how the paragraph plans differ.

INVITING	ACCEPTING	REFUSING
Para 1: opening remarks	Para 1: opening remarks, thanks for invitation	Para 1: opening remarks, thanks for invitation
Paras 2,3: details about the event (place, time, guests, food, decorations, etc)	Paras 2,3: accept invitation, make comments about the event, ask questions, offer to help, etc	Paras 2,3: refuse invitation, giving reasons
Para 4: closing remarks (ask person to let you know if he/she can come, express hope to see them, etc)	Para 4: closing remarks, thank person again	Para 4: closing remarks, thank person again

1 Read the extracts. Which type of letter is each from?

A Hi! How are you? Are you doing anything this weekend? We've decided to hold a party and we'd love it if you could come.

B Thanks a lot for the invitation. Unfortunately, I won't be able to make it.

C Thanks for the invitation to the party. Sounds like a great idea. I'd love to come and meet all your friends.

2 a) Read the email. What type of email is it?

To: Kim
From: Sue@newf.nfid
Subject: Big Party!

Hey Kim,

Hi! How are you? What are you doing this Saturday? I'm holding a fancy dress party at home in the afternoon and I'd love you to come.

I'm planning a big party with our old school friends. There will be lots to eat and drink. I've decided to give the party a spooky theme, so make sure you get dressed up.

You'll probably be coming by train, won't you? Just give me a ring from the station when you arrive and my parents will come and pick you up. I expect the party will go on quite late so you can stay the night. You can share my room.

Well, I really hope you can make it. It seems ages since we last met. Please let me know if you can come.

Love,
 Sue

b) Which paragraph

- gives details about food, drink, theme?
- invites the person, giving details about place and time?
- asks the person to let the writer know if she can come?
- invites the person to stay the night?

3 Read the email. Which language does the writer use to accept the invitation?

Subject: [redacted] To/from: [redacted] Date: [redacted] Priority: [redacted]

Hello Sue,

Great to hear from you! I'm fine, thanks. Your party on Saturday sounds like a really fun idea and thanks so much for the invitation.

Of course I'd love to come. I wouldn't miss it for anything, in fact, as I love fancy dress parties. I think I'll come dressed as a witch, as I've already got a suitable costume. It will be a good opportunity to meet some of the people we haven't seen for ages. Will Bob and Nancy be there? Is there anything you would like me to bring? I've got some interesting new CDs.

I'm planning to take the train. Thank you for offering to pick me up from the station. Staying the night with you would be great, but you must let me help you clear up the mess on Sunday morning!

Can't wait to see you on Saturday! Many thanks once again.

Love,
 Kim

- Letters/Emails asking for/giving advice

- Letters/Emails asking for/giving advice from a friend usually consist of four paragraphs. See how the paragraph plans differ.

ASKING FOR ADVICE

- Para 1:** opening remarks, state the problem
- Paras 2,3:** describe the problem in detail and how it affects you
- Para 4:** ask for help/advice, closing remarks

GIVING ADVICE

- Para 1:** opening remarks, express sympathy
- Paras 2,3:** give advice supported by expected results
- Para 4:** express hope things will improve, closing remarks

Useful language

Asking for advice

- Do you think I should ...?
- Do you have any idea about ...?
- Can you think of anything that ...?
- What do you advise? • What can I do?

Giving advice

- If I were you, I'd ... • You should/shouldn't ...
- The best thing to do is ... • Why don't you ...?
- Have you thought of/about (+-ing) ...?
- Another idea is to ... • It's best not to ...

Result

- This would/will mean that ... • That way ...
- If you do this, (you will/ won't ...) ...

Ending the letter/email

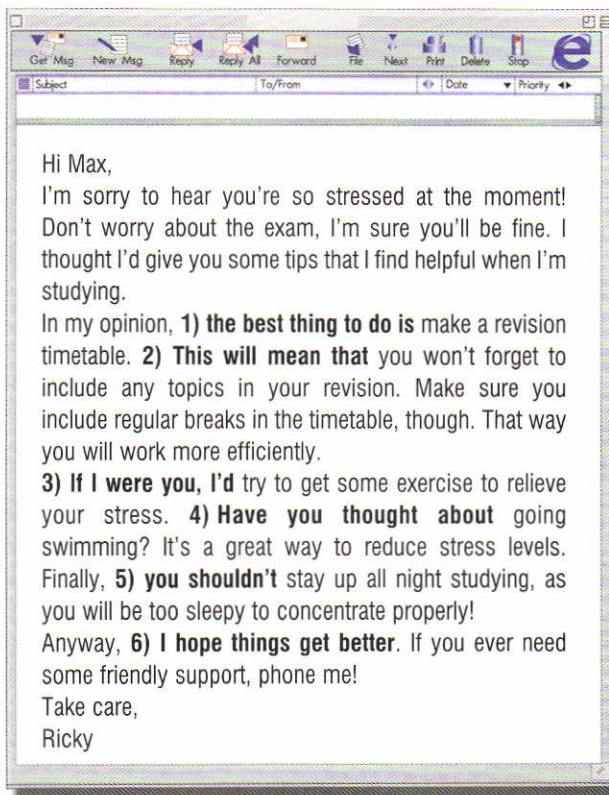
- I hope my advice helps.
- Hope things get better.
- Let me know what happens.

4 Read the rubrics. What will the main body paragraphs be about?

A Your pen-friend is planning to travel to your country for the first time this year. Write a letter giving advice about when to come and what places to visit (100-140 words).

B Your best friend has an important exam coming up and is very anxious. Write an email giving advice about how to study well without becoming stressed (100-140 words).

5 Read the model. Which rubric from Ex. 4 does it answer?



6 Read the model again.

- a) Replace the phrases in bold with other phrases from the useful language box.
- b) What is Ricky's advice? What will the expected results be? Complete the table.

Advice	Results

7 Write your letter of advice for rubric A (100-140 words).