

WRITING

B. Use the phrases a-e to complete the letter.

- a. Best wishes,
- b. Well, that's all for now.
- c. What have you been up to?
- d. It's taken me ages to reply;
- e. Give my love to everyone,

Dear Vivian,

Thanks for your letter. _____ in fact, it's been almost two months now, hasn't it? I'm sorry Viv, but I've hardly had any free time since we last talked.

We've moved to a new neighbourhood which is closer to school. It took us a long time to find a nice and affordable flat close to the city centre but it was worth it. Our new place is just beautiful, and I finally have a huge bedroom to myself!

_____ How are things there? Are you still taking Spanish lessons? You know, our new neighbours are Spanish. Lovely people, but I don't understand a word they say!

_____ Please write soon to tell me all about your news. _____ especially your mother.

Penny

- 11 a) Read the letter below and correct the mistakes (SP = spelling, GR = grammar, T = tense, WW = wrong word, WO = word order, P = punctuation).

Dear Mark,

I haven't writen for ages, mainly because there isn't much to write about. My friends here have all gone on a school trip to Wales for a week, so now I have the opportunity to write and tell you what happened to me a couple of weeks before.

One Saturday I went to help my angle on his farm not far from here. He drove the tractor and I walked behind and helped pick up the potatoes that he had ploughed up.

Several hours after, uncle Brian realised that I grew tired of the job and he asked me if I wanted to drive the tractor with him. I climbed up into the cab and, as I got in, I accidentaly put the tractor into gear. My uncle was climbing down for a moment and had a near miss as the back wheel rolled past him.

I knew I was playing with fire because I had ever driven a tractor before. My uncle shouted something but I couldn't hear. I tried slow the tractor down so I drove it uphill. I was dicing with death because the tractor could have rolled over on the slope.

Finally my uncle, who was lucky to be alive, ran and pulled the keys out. I felt as if I had cheated death and knew that in future I will never go anywhere near a tractor again. I have offered to help milk the cows next time; it seems a lot safer!

Best wishes,

Tom



How to plan an informal letter giving news

Paragraphs
Introduction Paragraph 1 Mention the reason for writing
Main Body Paragraphs 2 & 3 Write about that experience. Details about it and how you felt.
Closing Paragraph 4 Use suitable set phrases