

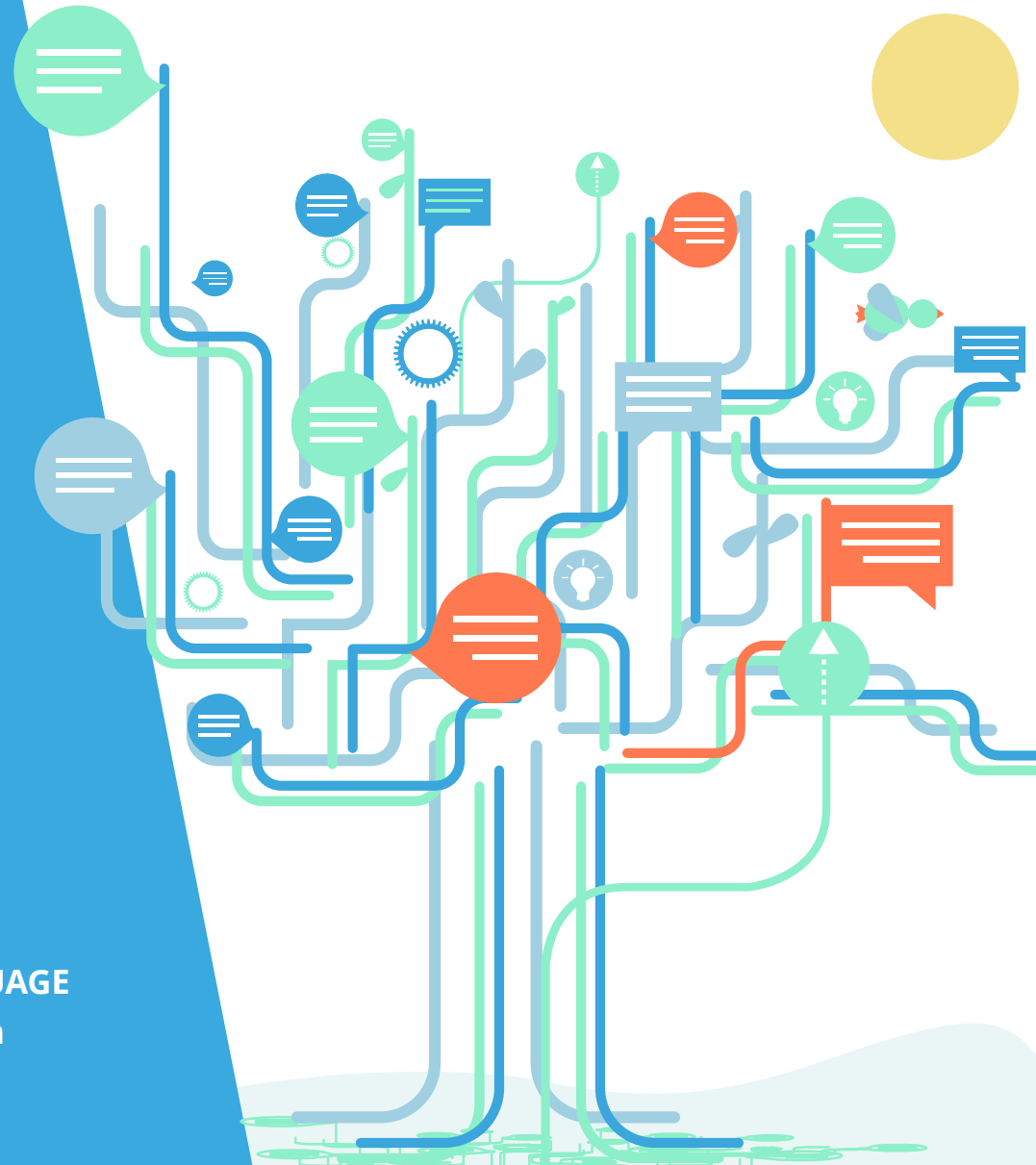
Real writing

WRITING

LEVEL
Elementary

NUMBER
A2_2071W_EN

LANGUAGE
English





Goals

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





Dear Sam, I hope you're keeping well.
Have you got any news?
See you soon, Sophie



Writing a personal letter

- Use **informal language** to write a **personal letter** to **friends** or **family members**.
- Write personal letters about **things you have done** and **experiences you have had**.



Dear Susan, I have just come back from Portugal. I had a great time!



About you

**How often do
you write
letters or
emails to 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**.
- Here are some examples of informal **greetings**.

Greetings
Dear _____ ,
To _____ ,
Hi _____ ,
Hello _____ ,
Dearest _____ ,





Content

- 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
- Mention of their last message
- Things you have done
- Experiences you have had
- A question for the recipient
- An appropriate sign-off

- Dear John,
- Thanks for your last letter! I hope you're feeling better.
- I have just finished my final assignment at college. I hope I pass!
- I went to Bangkok last month – what an amazing city!
- Have you got any news?
- Love, Claire



Ending a personal letter

- Use an appropriate sign-off to **end** a personal letter.
- Here are some examples of informal **sign-offs**.

sign-offs
Love, _____
Your friend, _____
Hope to see you soon, _____
Best wishes, _____
Take care, _____





Shopping and travel

trip

attractions

first class

sightseeing



duty free

bargain

discount

to book



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!





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

Write three sentences about a recent trip you had.

Write about the topics below.

journey

accommodation

attractions



Questions

Write some questions you might ask your friend related to the sentences you have just written. Ask your teacher for help with the grammar.

A sheet of white lined paper with a spiral binding on the left side. The paper has ten horizontal lines for writing. The lines are evenly spaced and extend across the width of the page.



Education and technology

course

hashtag

assignment

trending

tutor

to go viral

research



profile picture



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!





My social life



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





My education



Have you started **studying** a new subject recently?

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

Write **three** sentences about education.



What have you seen on social media recently?



friends

jokes

news

hobbies



Anything else?

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

10th August 2017

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 home page the other day. Did you upload it or was it one of your friends?

Hope to see you soon,

Cory

Read this sample 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 _____.



A personal letter

Write a personal letter to a friend or family member. Use words and phrases from this lesson to write some experiences you have recently had. Spend about 15 minutes writing 50-60 words.



Compare your letter to this example

10th June 2017

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

Ask your teacher to check your work.

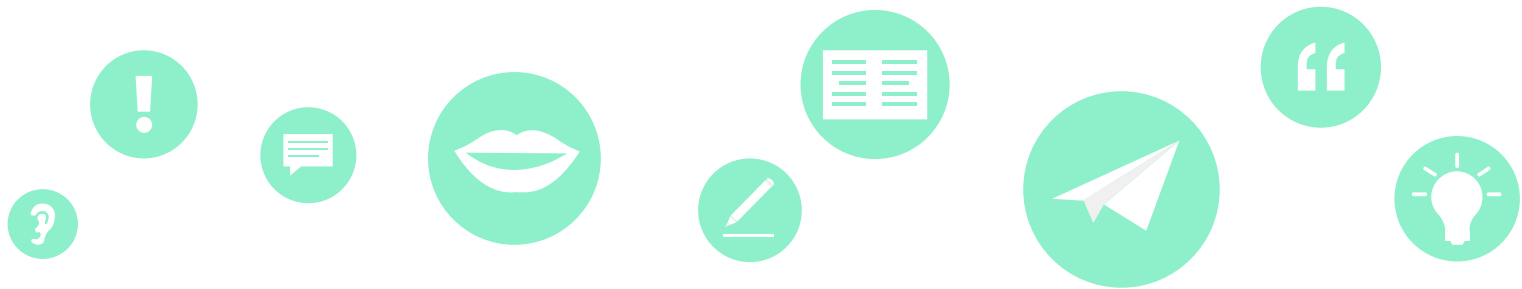


Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no

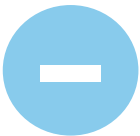
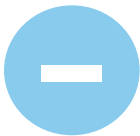




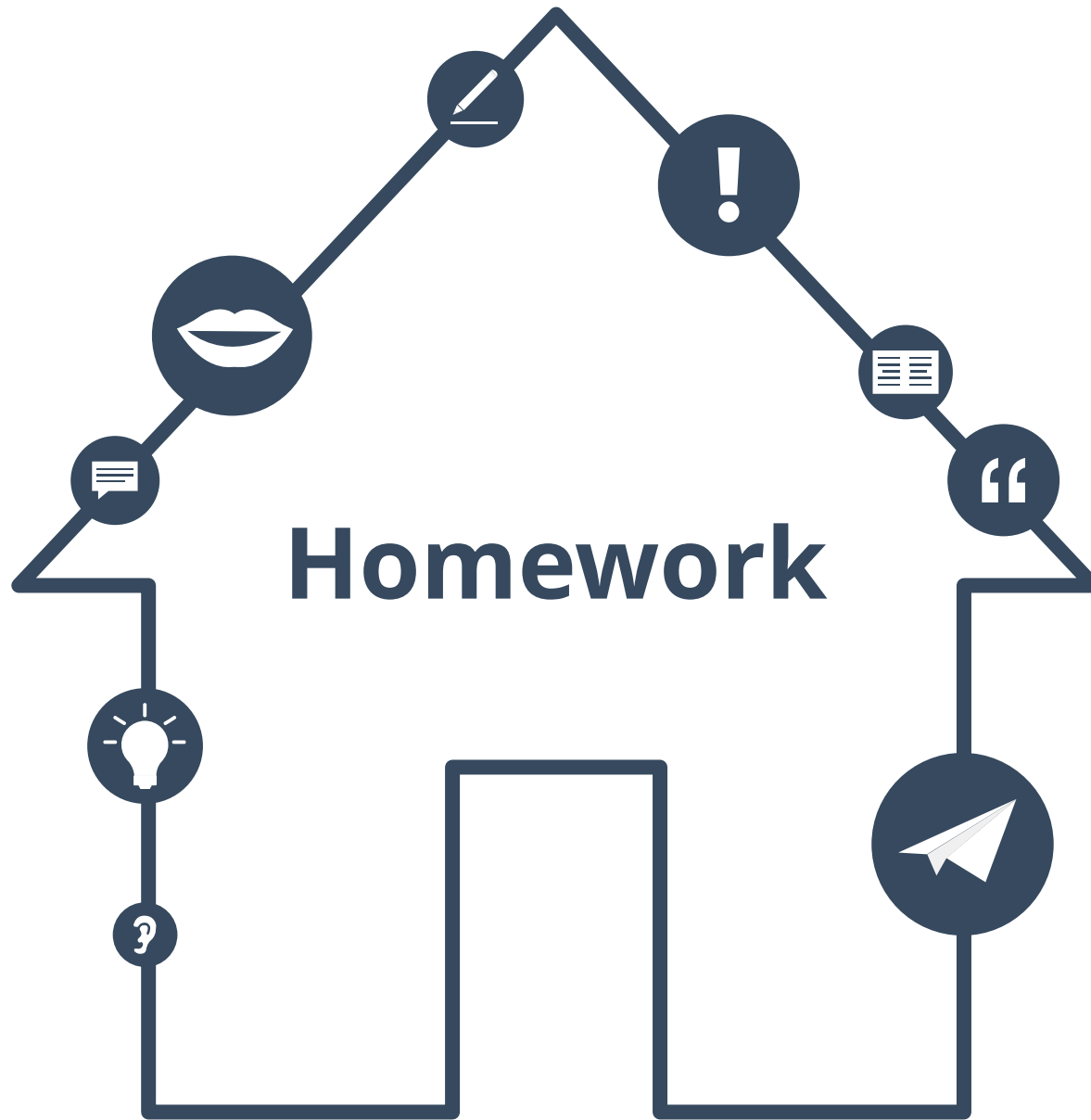
Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again





Categorize these words

Dear

Sonia

Love

Hi

From

Sophie

To

Sam

Greetings

See you soon

Your friend

Cory

Greeting

Name

Ending



A personal letter

**Write a short personal letter to a friend or family member.
Write about something you saw on social media.
Spend about 15 minutes writing 50-60 words.**

A sheet of white writing paper with a vertical line on the left side and a series of circular punch holes along the left edge. The main body of the paper is ruled with horizontal lines, providing a space for writing a personal letter.



About this material

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