



Name _____

Date _____

Class _____

Score _____

WRITING AN INFORMAL LETTER

Complete 1-7 in the letter with the words and phrases below.

1. _____
2. _____
3. _____
4. _____
5. _____

21 Salford Drive- Essex
 Dear Roland - 24 June 2014
 Westcliff - SQT 9YH
 Best wishes - Amy

Thank you for your letter. I don't live in a city. I live in a town, so that's different from you! Is it nice in your city? I live with my mum, my dad (a)_____ my sister, Fiona, (b)_____ I haven't got a pet. You're lucky to have a cat. I love cats! Your school is very big - 1,300 students is a lot! I go to Belfairs High School, (c)_____ it's not a very big school - there are 750 students. The students in my class are very friendly. My favourite subject at school is modern languages. I can speak English (d)_____ Spanish. I also enjoy science and maths. I don't like PE. I'm not very good at team sports! So we are different! It's great that you are in -your school football team.

At the weekend, I like meeting my friends. We usually go to the cinema. My favourite films are the Twilight films, too! Sometimes on Sunday, I go swimming (e)_____ cycling with my best friend, Gabriel. I like doing sport at the weekend, (f)_____not team sports at school!

Write again soon!



Complete a-f in the letter in exercise "with "and", "but" or "or".

6. _____
7. _____

Choose the correct linking word to complete the sentences.

- I love drawing, **and / but** I don't like painting.
- I've got a dog **and/or** a cat.
- At the weekend, I usually play football **or / but** basketball.
- Do you prefer acting **but / or** dancing?
- I love cycling, **and / but** I can't cycle now, because I haven't got a bike.
- I'm good at languages. I can speak English, Spanish **and / but** French.

Task: Imagine you are Roland. Write Roland's first letter to Amy.

Ideas: Which paragraph has the information below?

- Amy's weekend 1/2/3
- Amy's family 1/2/3
- Amy's school 1/2/3

Write: Write Roland's letter to Amy. Use your notes and plan to help you. Remember to use the linking words **and**, **but** and **or**.

Check: Check the following points:

- spelling
- grammar
- punctuation
- linking words and, but and or
- all the information about Charlie
- different paragraphs for different topics

-What information do you think is in Roland's first letter to Amy? Use the information in Amy's letter to answer the questions.

- Amy lives in a town. Where does Roland live?

- What type of pet has Roland got?

- Does Roland go to a big school or a small school?

- Amy's school has 750 students. How many students go to Roland's school?

- What subjects does Roland like?

- What sport is Roland good at?

- What are Roland's favourite films?

Plan: Use Amy's letter as a model. Organize your ideas into paragraphs. Write on the last page.

- Paragraph 1:** Write about Roland's town / city, family and pet(s).
- Paragraph 2:** Describe Roland's school and favourite subjects.
- Paragraph 3:** Describe what Roland usually does at weekends.

Name

Date

Class

Score



WRITING AN INFORMAL LETTER

Complete 1-7 in the letter with the words and phrases below.

- ANSWER KEY -

1. 21 Salford Drive
2. Westcliff
3. SQT 9YH
4. 24 June, 2014
5. Dear Roland

21 Salford Drive- Essex
 Dear Roland - 24 June 2014
 Westcliff - SQT 9YH
 Best wishes - Amy

Thank you for your letter. I don't live in a city. I live in a town, so that's different from you! Is it nice in your city? I live with my mum, my dad (a) and my sister, Fiona, (b) but I haven't got a pet. You're lucky to have a cat. I love cats! Your school is very big - 1,300 students is a lot! I go to Belfairs High School, (c) and/but it's not a very big school - there are 750 students. The students in my class are very friendly. My favourite subject at school is modern languages. I can speak English (d) and Spanish. I also enjoy science and maths. I don't like PE. I'm not very good at team sports! So we are different! It's great that you are in -your school football team.

At the weekend, I like meeting my friends. We usually go to the cinema. My favourite films are the Twilight films, too! Sometimes on Sunday I go swimming (e) and/or cycling with my best friend, Gabriel. I like doing sport at the weekend, (f) but not team sports at school!

Write again soon!

6. Best wishes
7. Gemma



Complete a-f in the letter in exercise "with "and", "but" or "or".

Choose the correct linking word to complete the sentences.

- I love drawing, and / but I don't like painting.
- I've got a dog and/or a cat.
- At the weekend, I usually play football or / but basketball.
- Do you prefer acting but / or dancing?
- I love cycling, and / but I can't cycle now, because I haven't got a bike.
- I'm good at languages. I can speak English, Spanish and / but French.

Task: Imagine you are Roland. Write Roland's first letter to Amy.

Ideas: Which paragraph has the information below?

- Amy's weekend 1/2/3
- Amy's family 1/2/3
- Amy's school 1/2/3

Write: Write Roland's letter to Amy. Use your notes and plan to help you. Remember to use the linking words and, but and or,

Check: Check the following points:

- spelling
- grammar
- punctuation
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- all the information about Charlie
- different paragraphs for different topics

-What information do you think is in Roland's first letter to Amy? Use the information in Amy's letter to answer the questions.

- Amy lives in a town. Where does Roland live?
Roland lives in a city.
- What type of pet has Roland got?
Roland has got a cat.
- Does Roland go to a big school or a small school?
Roland goes to a big school.
- Amy's school has 750 students. How many students go to Roland's school?
Roland's school has 1,300 students.
- What subjects does Roland like?
Roland's favourite subject is PE.
- What sport is Roland good at?
Roland is good at football.
- What are Roland's favourite films?
Roland's favourite films are Twilight.

Plan: Use Amy's letter as a model. Organize your ideas into paragraphs. Write on the last page.

Paragraph 1: Write about Roland's town / city, family and pet(s).

Paragraph 2: Describe Roland's school and favourite subjects.

Paragraph 3: Describe what Roland usually does at weekends.

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