

EMAIL ABOUT YOU AND A FRIEND

Before You Write

Read Amanda's email and complete the chart.

To: International Email Club registration@intermailclub.cup.org

Cc: amartel@intermailclub.cup.org

Subject: Hello

Hello!

I am a new member of the club. My name is Amanda Wilson, but you can call me Mandy. I'm from Boston and I'm married. My friend Andrew is also a member. Andrew's last name is Martel, and his nickname is Andy. He's from Baltimore, but he's in Boston now. He's single. We're in the same English class.

Please write to me!

Mandy

	Nickname	Hometown	Married or single?
Amanda			
Andrew			

Your First Draft

A Complete the chart with information about you and a friend.

	Nickname	Hometown	Married or single?
You			
Your friend			

B Imagine you and your friend are new members of the International Email Club. Write an email to the club. Use Amanda's email above as a model.

C PAIR WORK Read your partner's email. Write answers to these questions.

1. What do you like about the email?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your email.

new words				
draft	email	hometown	international	second