

EMAIL ABOUT A RECENT CHANGE IN YOUR LIFE

Before You Write

A Read Jackie's email. Why is she writing to Liz?

To: lizd@cup.org
 From: jackieo@cup.org
 Subject: Thanks for your message!

Hi Liz,

- 1 It's great to hear from you. Moving to a small town is quite a change for me. You asked how I like Springfield. In three words: I LOVE it!
- 2 Springfield is not a big town, but people from around the country and abroad are studying or working at Springfield College. I've been really lucky, too. As soon as I moved here, I made friends with several people in my apartment building and at work. After a couple of weeks, I felt completely at home. My job at the college library is really interesting. There's very little stress, and I have a lot of free time after work.
- 3 In short, I should have accepted this job when they first offered it to me two years ago! If I'd moved then, I wouldn't have wasted almost two years trying to find a good job in Los Angeles.
- 4 Do you want to come visit me for a few days? The apartment is small, but I have an extra bed.

Love,
 Jackie

B Number the ideas in the order they appear.

- | | |
|--|--|
| <input type="checkbox"/> invitation to visit | <input type="checkbox"/> past regrets |
| <input type="checkbox"/> effects of the change | <input type="checkbox"/> reference to previous message |

Your First Draft

A Think of a recent change in your life. What are the effects of this change? What are your regrets? Make notes.

B Write an email to a friend you haven't talked to recently. Use your notes and Jackie's email as a model.

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

1. Are the effects of the change clear?
2. Are the regrets clear?
3. Can you suggest any improvements to the content or grammar?

Your Second Draft

Use your partner's answers to revise your email.