

EXAMPLE: You and some friends have decided to rent a cottage for your holiday. You want your friend Helen to come with you. Write her an e-mail and include the following points:

- tell Helen about the plan to rent a cottage
- information about the cottage
- what the area around the cottage offers
- persuade Helen to join you

(Write about 200 words)

Dear Helen,

Hi! How are you? I'm sorry I haven't written for ages, but I've been really busy.

Anyway, I'm writing now to let you know that Claire, Jan and I have decided to rent a cottage for our summer holidays. We found one in Dorset and we were able to rent it from 15th to 21st August. We'd really love it if you could join us.

I asked the owner all about the cottage and it sounds great. The cottage has only got two bedrooms, so we'll have to share, but the rooms are big with two beds in each. There's also a large garden. It's only £200 a week - that's £50 each, if you join us. In other words, it's a real bargain!

There are lots of things to do in the area, we can go horse-riding, and there's a sports centre not far away. There is also a market, a local museum and a wildlife park. The owner says there are four bikes at the cottage which we can use, too, which means we can get around easily.

I really hope you decide to join us. It would be such fun to go on holiday together, and the weather will probably be good at that time of the year, so I'm sure we'll all have a great time.

Well, that's all for now. Please write and let me know as soon as you've decided what you're going to do. Take care.

Lots of love,

Sue

[about 230 words]

Tasks

1. Write the functions of the lines/paragraphs on the arrows:
body, conclusion, introduction, salutation, sign off
2. Underline the topic sentences in each of the four main paragraphs in **green**. Underline the supporting details in **red**.
3. Underline all words/phrases that link the text together in **blue**.
4. Write down at least four phrases that you can use in many personal e-mails.