C.N.GRIVAS

SPOT ON

WRITING TASK BOOKLET

PRE-INTERMEDIATE



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Name:
Class:

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Lesson A Informal Letter

Imagine that your friend from Austria is coming to visit you for a week. Write him / her a letter about the things you are planning to do together.



Paragraph 1:

Say why you are writing.

How are you? I'm writing to tell you ...

Sorry I haven't written for a long time but ...

Paragraph 2:

Tell your friend about what there is to see in your area.

To begin with, ...

- → lots of things to see ...
- snowy mountains, a great view of beautiful parks, nice shops
- watch boats on river, interesting things in local museum
- → visit old town / tower

Paragraph 3:

Say what you are going to do together.

We can go to ... and ...

- meet my friends
- go ice skating / skiing / bowling / shopping / on a boat trip
- take a double-decker bus to ...
- have a good time / a laugh

Paragraph 4:

Say you can't wait to see him / her.

I hope to see you soon. Love | From | Yours.

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