
30 Being friendly

Write an email to a friend, using words and phrases from the unit in *Email English* to make it sound friendly.

Some ideas are given below, but adapt and change them as you wish.

- a) An email to a real-life friend who you have not seen for some time. Tell them all your news. Afterwards ... send the email!
- b) Think back to your last holiday. Imagine that you are in an Internet café towards the end of the holiday. Write to a friend, describing the place and the people, saying what you have done etc.
- c) Imagine that you recently moved to a new city, or a new part of the city where you live now. Write to a friend from your old neighbourhood, using the ideas below:
 - buildings, parks, sports facilities, entertainment, other things to do, public transport, traffic and your journey to work, shopping, safety etc.
 - describe some of these things, or compare them directly with your old neighbourhood
 - other parts of your life now and how they have changed (job? family? friends?)
 - include both positive and negative points

When you finish, work with a partner. Check each other's grammar, spelling, punctuation and style. Is everything clear, well-structured and easy to understand?