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## 5 Giving news

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Write an email to a colleague or friend giving some recent news.

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

- a) An email to a colleague giving some news about a project.  
*Ideas:* progress of the project; problems and possible solutions; any budget or staffing issues; likely outcome.
- b) An email to a colleague giving some news about a meeting.  
*Ideas:* the date has been changed; the agenda has been changed; there is some important new information.
- c) An email to a friend giving some personal news.  
*Ideas:* a new job; a new flat; a mutual friend who you met; possible romance.
- d) Your own idea.

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?

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### FOLLOW-UP

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Exchange emails with a different partner.

Reply to the email you receive, inventing any information necessary.