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## 2 Missing words and abbreviations

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Write an informal email to a friend, missing out words that are not necessary, as in the unit in *Email English*.

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

- Ask your friend how they are.
- Ask about their recent holiday.  
*Idea:* say you'd like to see the photos.
- Ask what they have been doing since they got back.
- Give your friend your own news.
- Invite your friend to come and stay with you.  
*Idea:* suggest a time and some things you could do.
- Say you are looking forward to hearing from them.

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.