
4 Opening and closing

You are going to write middle paragraphs for two emails, using the beginnings + endings from the unit in *Email English*.

EMAIL 1

Choose a beginning + ending from section A of the book. Write another paragraph or two of your own in the middle.

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?

EMAIL 2

Choose another beginning + ending from section A of the book, or choose from section C. Write another paragraph or two of your own in the middle.

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?

FOLLOW-UP

Exchange emails with a different partner.

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