Planning before you write

1 **Read the sentences about planning before you write. Circle the correct alternative to make each sentence true for you.**

1 Before I write an email, a letter or a story I *always/sometimes/never* write a plan.

2 My teacher thinks my writing is *always/sometimes/never* well organised.

3 I *always/sometimes/never* use a variety of interesting language in my writing.

2 **Read an email from Miguel to his friend Ceri. Underline the important information that Ceri and Miguel need to tell Yan.**


Hi, Ceri

I'm sorry I didn't see you at lunch today. I had football practice.

I was thinking about our school trip to the theatre next Monday. Yan is sick and not at school, so he doesn't know the information about the trip that the teacher told us today. Should we email him and tell him what he needs to know? I think it's important to tell him what time the bus leaves and what time he needs to be at school. He also needs to bring money for a drink and a snack. Maybe we could also tell him what time the play finishes and what time the bus will be back, so that his parents know when to pick him up.

What do you think? Are there any other things that we should tell him? I'm really looking forward to seeing you and going on this trip!

Bye for now,
Miguel
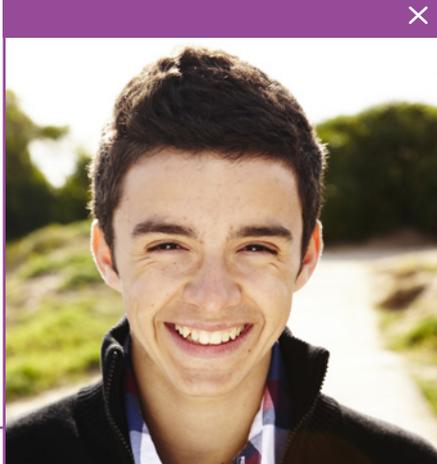
3 **Read Miguel's plan to help him write his email on the next page. Match the questions (1–3) in the writing Study tip box with the sections (a–c) in the Writing plan.**

✎ **STUDY TIP**

Before you write, it's a good idea to think about what you want to say and make a plan. Think about the answers to these questions:

1 **What do I need to say?**
- Are there questions I need to ask or answer?
- Is there information I need to tell someone?
- Do I need to make suggestions or apologise for something?

2 **How am I going to say it?**
- What words and grammar structures do I need to use?
- Should I use formal or informal language?

3 **In what order am I going to say it?**
- How should I organise my paragraphs so that the person reading my writing can follow my ideas?

Writing plan: email to Ceri

a ....
- Apologise: sorry didn't see her at lunch; say why
- Email Yan to tell him about trip? Any other ideas?
- Tell Yan: time bus leaves, time to be at school, bring money, time play finishes, time bus will be back

b ....
- Say hello
- Say sorry about lunch
- Explain idea and make suggestions
- Ask questions
- Say goodbye

c ....
- Friendly: *Hi/Bye*.
- Remember to say I'm looking forward to it.
- Phrases for asking for and making suggestions:
  Should we ...
  What do you think?
  Are there ...?

4 Read Ceri's email reply to Miguel. Do you think she planned her email before she wrote it? Why?/Why not?

✉   ✕

I can't think of many ideas. Tell him about warm clothes. And remember ticket!
Ceri

5 Look back at Miguel's email to Ceri. Decide what Ceri needs to say to Miguel in her reply and complete the Writing plan below.

Writing plan: email to Miguel

a ....
- Ask about ....
- Offer to ....
- Other suggestions of things to tell Yan: ....
  ....
- Looking forward to ....
  ....

b ....
- Say ....
- Say thank you for .... and ask about ....
- Offer to .... and ....
- Say you're ....
- Say ....

c ....
- Friendly: *Hi/Bye*.
  I'm looking forward to ...

Phrases for making suggestions and offering to do things:
Should we ...?
I will ...
I can ... if you like.
What do you think?

6 Plan and write an email. Choose one of these tasks.

  a Write an email from Ceri to Yan about the theatre trip.
  b Write an email to an English-speaking friend about a future event.

✉   ✕

....
....
....
....
....
....