

AN INFORMAL EMAIL OF ADVICE

1 Work in groups and discuss the questions.

- 1 Do you ever go on city breaks?
- 2 Which cities have you visited?
- 3 Which city would you like to visit? Why?

2 Read the email. Then decide if the sentences below it are true or false.

Hi Carrie,

How are things? Shame you didn't make it to the festival last month – never mind, there's always next year! Anyway, I'm hoping you can help me. I'm planning a weekend break to Amsterdam in September with my family. You went there last year, didn't you? I'm looking at apartments online and there's loads of choice. Any tips on where it's best to stay?

Say 'hi' to your parents from me,

Tasha

By the way, I've got my driving test next week – wish me luck!!

- 1 Tasha and Carrie both went to a festival last month.
- 2 Tasha wants to book a trip to Amsterdam.
- 3 Tasha wants to invite Carrie on the trip.
- 4 Carrie has never been to Amsterdam.
- 5 Tasha wants advice on booking an apartment.

3 Read Carrie's email. What four pieces of advice does she give?

Hi Tasha,

¹It was great to hear from you. Yes, you're right. I went to Amsterdam last year with some friends and ²we had an amazing time! It's a really beautiful city, and ³it's not too big, ⁴which means you can get around most of it on foot.

As for the best place to stay, I'd definitely go for an apartment close to the city centre, so ⁵you can walk to all the main tourist attractions. And try and get one ⁶that is next to a canal – most of those streets are for pedestrians only, so ⁷there's no traffic noise. Plus, there's nothing nicer than a walk along the canal first thing in the morning. You might want to have a look on the street map and check out where there are ⁸some good cafés for breakfast, too. ⁹It'll be nice if you don't have to walk too far from your apartment.

One thing to be careful ¹⁰of – make sure you don't end up on a street that's used by people ¹¹who are walking home late at night. If you get a lot of big groups walking past your apartment at four ¹²o'clock in the morning, it can get incredibly noisy.

Anyway, ¹³I hope you have good luck with finding somewhere, and hopefully ¹⁴I'll see you soon for a catch-up. And fingers crossed for your driving test!

Carrie



4 Look at the underlined words in Carrie's email. Which ones can you leave out to make the email more informal?

5 Rewrite the sentences leaving out as many words as possible without changing the meaning.

- 1 I'm sorry to hear that you can't come with us – maybe you'll be able to next time.

Sorry to hear you can't come with us – maybe next time!

- 2 Our weekend in Paris was great – we had lovely weather and we went to some amazing restaurants!

- 3 I'm hoping to visit Berlin next month – do you have any suggestions for places to stay?

- 4 It's great news that we can meet up in Rome next month – I'll look forward to seeing you.

6 Look at the *Key Language* for an informal email. Complete the phrases with words from Tasha's and Carrie's emails.

KEY LANGUAGE FOR AN INFORMAL EMAIL

Opening an email

- 1 things? How's it going?
- Great to 2

Closing an email

- Say 3 to ... from me. Good 4
with ... Hopefully see you soon for a 5
Cheers,

Giving advice

- I'd 6 go for a ... Do try and ... What about ...? You 7 want to ... Make 8 you don't ...

Using the first conditional to give advice

It'll be nice if you don't have too far to go.

Using positive and negative imperatives for advice

Try and get one next to a canal.

7 Rewrite the informal advice using the words in brackets.

- 1 You should stay in the old town.
You stay in the old town.
(want)
- 2 Avoid choosing a hotel on a busy road.
..... a hotel on a busy road.
(sure)
- 3 I would suggest choosing a small, family-run hotel.
..... a small, family-run hotel.
(go for)
- 4 You could look on travel websites for ideas.
..... on travel websites for
ideas? (about)

8 We often use phrases and phrasal verbs in informal writing. Read sentences 1–5 from Carrie's and Tasha's emails. Match the underlined phrases and phrasal verbs to the meanings A–E.

- 1 Shame you didn't make it to the festival.
 - 2 You can get around most of it on foot.
 - 3 I'd definitely go for an apartment close to the city centre.
 - 4 Check out where there are some good cafés for breakfast.
 - 5 Make sure you don't end up on a street ...
- A travel around a place
B find information about something
C find you are in a place without intending to be there
D manage to reach a place or attend an event
E choose something

9 Look at the formal phrases underlined in sentences 1–4. Rewrite them using informal linking words and expressions from Carrie's and Tasha's emails.

- 1 On an unrelated subject, I've got my driving test next week.
.....
- 2 On the subject of the best place to stay, ...
.....
- 3 In addition, there's nothing nicer than a walk along the canal.
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- 4 To sum up, I hope you have good luck with finding somewhere.
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10 Work with a partner. Read the email from George. Which city would you recommend? Think of three pieces of advice to give him.

Hi,
How's it going? University life is great – I'm enjoying my course, and I've made loads of new friends – can't wait for you to meet them too.
Anyway, a friend of mine wants to organise a city break to a city in your country. There will be five of us, I think, and it'll probably be in June. Any ideas on which city to choose? It would also be good to have some suggestions for where to go in the city, and fun things to do.
Cheers,
George

11 Read the email again and look at your ideas from Exercise 10. Answer the questions and plan your email.

PLAN YOUR EMAIL

Paragraph 1

Which city would you advise George to choose? Why?

Paragraph 2

Which parts of the city should he visit, and where should he stay? Why?

Paragraph 3

What fun things would you suggest he could do?

12 Write your email. Use your notes in Exercise 11 and language from the *Key Language* box.

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13 Swap emails with a partner. Check your partner's work. Have they answered all the questions? Have they used language from the *Key Language* box? Give feedback.