4C The Lazy Email Generator

Activity type: Reading and writing – Writing an email – Pairs / Individuals
Aim: To practise giving news in an email
Language: Write a personal email giving news – Use at any point from Explore Writing, p40.
Preparation: Make two copies of the worksheet for each learner.
Time: 20–30 minutes

1   Ask learners if they have busy lives and find it hard to keep in touch with old friends, hopefully getting the response that they do! Explain that the *Lazy Email Generator* can help them.

2   Give one copy of the worksheet to each learner. Ask them to read the email and then tell you about the writer's news. Then they work in pairs to put phrases a–j in the correct spaces 1–10 in the email. If necessary, use the first space as an example, showing that learners need to find a phrase which describes how they are: **b** *OK*.

> *1 b   2 a   3 i   4 c   5 f   6 g   7 j   8 e   9 d   10 h*

3   Give each learner the name of another learner in the class, but tell them not to reveal the name they are given. They then write an email to that learner, imagining that he/she is an old friend. Learners use the email structure and layout provided by the *Lazy Email Generator* to help them to write an email to their 'old friend', giving them their news. If necessary, give learners a second copy of the worksheet to write on.

4   Collect the finished emails and distribute them to their recipients. Learners read the email they have received and to try to guess who it is from.

Extension

Finished emails can be posted on the walls of the classroom for everyone to read before voting for the most interesting one.

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Do you have a busy life? Is it difficult for you to keep in touch with your friends? Perhaps the **Lazy Email Generator** is the solution you need!

OOO

| Mail | Delete | Junk | Reply | Forward | New message |

Hi _____ ,

How are you? I hope you're well. I'm **fine.** I **started my new job** last month.
1 _____ . 2 _____

I was very nervous! I also **started a new course last week.**
3 _____ ! 4 _____ .

It's very interesting but quite hard. And did I tell you about the trip I went on recently?
5 _____ .

I went **to New York with my boss on business** and I had **a very busy week.**
6 _____ 7 _____ .

Oh, I nearly forgot, **my girlfriend's birthday is** **next month** and I'd like to
8 _____ 9 _____

have a surprise party for her. Would you like to come? Let me know soon.
10 _____ .

Anyway, that's all for now. Hope to hear from you soon!

Best wishes,

_____

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a moved into a new flat	b OK
c did my exams on Tuesday	d in June
e my sister is getting married	f They were difficult, but I passed
g to Barcelona for a holiday	h invite you to the wedding
i It's really nice	j a great time

Why not try the **Lazy Email Generator** yourself?
Write an email to a friend, giving them all your news!