ENGLISH A2 · UNIT 1 · NEW BEGINNINGS · WRITING Name: _____ Date: _____

Writing: An email to my new team

Focus: writing an email to introduce yourself to a new team: three short paragraphs, usually vs now

WRITING TIP

Three short paragraphs: **1** who you are · **2** your work · **3** a friendly ending.

1 Match the parts of the email and the phrases.

1. say who you are
2. your usual work
3. your work now
4. a friendly ending

a. I usually start work at eight.
b. Hi all, I'm Omar, the new driver.
c. Come and say hello any time!
d. This week I'm driving the night bus.

2 Write an email to introduce yourself to a new team or class (60-80 words).

MODEL

Hi all, I'm Maria, the new nurse on the night shift. I'm from Lisbon.
I usually work at night, from ten to six. At the moment I'm doing my training and learning the timetable. People say I'm patient and calm. In my free time I go swimming and read books.
I'm very happy to be in the team. See you soon! Best wishes, Maria

- Paragraph 1: Hi all, I'm ... (your job or your studies)
- Paragraph 2: usual work, work at the moment, your character, free time
- Paragraph 3: a friendly ending and your name

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY
1 1 b, 2 a, 3 d, 4 c

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