ENGLISH A1 · UNIT 8 · AROUND TOWN · WRITING Name: _____ Date: _____

Writing: An email with directions

Focus: a short email with directions to your home or workplace; subject line, Hi / Dear, Best wishes

1 **Complete the email phrases with: Subject, Hi, from, turn, wishes.**

Example: _____ Sara, → Dear

1. _____: Directions to my flat
2. _____ Tom,
3. The bus stop is two minutes _____ my house.
4. Go along Green Street and _____ right at the café.
5. Best _____, Anna

WRITING TIP: EMAIL LAYOUT

Write a short **subject line**. Start with **Hi** or **Dear** + name. End with **Best wishes** or **See you soon** + your name.

2 **Write an email to a friend with directions to your home or workplace (30-50 words).**

MODEL

Subject: How to get to my flat
Hi Elena,
From the station, go along King Street. Turn left at the pharmacy. My flat is opposite the park, next to a small café. It's about ten minutes on foot. I usually go home by metro. See you on Saturday!
Best wishes, Omar

- a subject line and Hi / Dear + your friend's name
- from the station or bus stop: turn, go along, past, opposite
- how far it is, how you usually travel, and Best wishes + 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 Subject, 2 Hi, 3 from, 4 turn, 5 wishes

ঘরে, শ্রেণিকক্ষে বা যেকোনো জায়গায় ডাউনলোড, প্রিন্ট ও ব্যবহারের জন্য বিনামূল্যে।