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 | a. I usually start work at eight. |
| 2. your usual work | b. Hi all, I'm Omar, the new driver. |
| 3. your work now | c. Come and say hello any time! |
| 4. a friendly ending | 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

Gratis para descargar, imprimir y usar en casa, en el aula o donde quieras.