

SAMPLE EMAIL WRITING: INTERNATIONAL FOOD EVENING

Last week, your class held an 'international food evening' for the whole school to come to. Write an email to a friend, telling him/her about the international food evening. In your email, you should:

- explain how you helped to arrange the international food evening
- describe what happened on the evening
- say why it was so successful.

Introduction

Dear Basin,

How long since we texted! I was insane with work. As you call, **a real busy beaver!** [A1] By the way, Razaan told me you're planning to go abroad next year, really?

Body paragraph-1

I've a real thing to tell you.[A2] I've done something! Last week there was a food fest in our school. In fact, it was the work of our Green Club. They made me the convener of the planning team. I set out to islands, surfed on net and at last made a plan. I showed it first **to Maaisha and she said it's wonderful.**[A3]

Body paragraph-2

Your best friend [A4] was in charge of the reception. She is an architect! She used every nook and corner of the compound. You know it's season. So we made continental and Japanese food. Guess? People were flowing like anything. But you know, there is a funny thing. The tourists took only our food. But our people were like bees around the continental! Anyway, **Shameem Ma'am was excited.**[A5] It was a grand success. See the photos!

Body paragraph-3

We had a meeting after the function. I don't know why we always fall upon number three. They say, there are three reasons for our success! Shazeen felt my plan as the best, but then Libi told about the chef and the season. Tourists came in crowd. One thing is sure. Zayyan is a wonderful cook. He made our local food. Wow! **Lip smacking!** [A6] Tourists even forgot manners and **licked fingers.**[A7]

Conclusion

Basin, I must **dash now** [A8]. It's time I started for my tuition. Aswathy miss would be waiting. See you.

Love,
Shaffan,

ANALYSIS

Introduction

Comment [A1]: Idiom

Body Paragraph 1

Comment [A2]: Transition

Comment [A3]: Personalised Reference

Body Paragraph 2

Comment [A4]: Personalisation

Comment [A5]: Personalised Reference

Body Paragraph 3

Comment [A6]: Idiomatic/informal expression

Comment [A7]: Idiomatic/informal expression

Conclusion

Comment [A8]: Idiom