

E-mail Writing

You have presented your sibling with a special gift that he/she has always longed for.

Write an e-mail to your friend about it.

In your e-mail, you should;

- say what was the occasion of the gift.
- say what the gift was and why you have selected it.
- explain how you feel about what you have done.

Write the mail according to the plan given below, each task in the space given for it.

Some useful informal expressions.

- Over the moon - extremely happy
Eg. When I saw him hopping up, I was really over the moon.
- Back on (one's) feet/right as rain – recover from an illness or a suffering.
Eg: I hope, his mom is back on her feet after the course of antibiotic.
- Achilles' heel – The only weakness of a strong person.
Eg. The lack of motivation is his/her Achilles' heel
- Get up and go/ push/zip – energy
Eg: recognition will give her that push/zip to win.
When they made me the team leader, I got get and go.
- Hats off – expression on congratulation.
Eg: You have really rocked. Hats off
- Take no denial – Compulsion.
Eg: The baby would take no denial, at last her mother had to buy that doll.
- Ivory – valuable (figurative)
Eg: That little doll was the ivory for Lamya.
- Not grow on tree- not easily available/rare
Eg: diamonds don't grow on trees.

Task - I Introduction:

- Express happiness at the mail you got from the friend after a long time.
- Show your concern for the health of one member of your friend's family.
- Congratulate him/her on his/her exam results.

.....

.....

.....

.....

.....

Task 2 - Body Paragraphs.

- Give an account of the occasion of an achievement (such as performance in examination or sporting event) by your sibling whom you congratulated with the special gift.
- When you describe the gift and reason for its choice, personalise it with a reference to a previous situation in which your friend also was present.(Eg: your sibling insisted to buy it, when you three were on a shopping)
- When you explain your feeling suggest that your friend may fulfil such a wish of his/her younger sister/brother.(use name)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Task 3 - Conclusion

- Conclude the mail with a reference to the battery getting low.

.....

.....

.....

.....