

Look at the email and do the exercises to practise and improve your writing skills.

### Preparation

Match the punctuation with the symbols and write a–e next to the number 1–5.

- |        |                  |      |
|--------|------------------|------|
| 1..... | question mark    | a. . |
| 2..... | exclamation mark | b. ! |
| 3..... | full stop        | c. , |
| 4..... | comma            | d. ? |
| 5..... | capital letter   | e. T |

katie97@dsmail.com

To: englishfriends.com.uk

Cc:

Subject: Hi!

Insert: Attachments Photos Videos

Tahoma 10 B I U

Hi! How are you?

My name's Katie and I'm 12 years old. I'm from Valletta in Malta. I speak Maltese (the language in Malta) and English. I like swimming, playing football and listening to music. I've got a pet dog, Max.

Do you want to be my friend? Please write soon.

Best wishes

Katie

Send Save Cancel

### Top Tips for writing

- Use an exclamation mark (!) at the end of an exclamation or after surprising information.
- Use a capital letter to start a sentence.
- Use a comma (,) in a list.
- Use a full stop (.) to end a sentence.
- Use a question mark (?) at the end of a question.

### 1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- |    |                                 |             |              |
|----|---------------------------------|-------------|--------------|
| 1. | Katie is 14 years old.          | <i>True</i> | <i>False</i> |
| 2. | Katie is from Malaysia.         | <i>True</i> | <i>False</i> |
| 3. | Katie speaks English.           | <i>True</i> | <i>False</i> |
| 4. | Katie speaks two languages.     | <i>True</i> | <i>False</i> |
| 5. | Katie likes listening to music. | <i>True</i> | <i>False</i> |
| 6. | Katie has a brother, Max.       | <i>True</i> | <i>False</i> |

### 2. Check your writing: punctuation

Write the correct punctuation mark where you see \_\_\_\_.

- Hi \_\_\_\_ How are you \_\_\_\_
- \_\_\_\_y name's Fran and I'm 13 years old \_\_\_\_ \_\_\_\_'m from Basel in Switzerland \_\_\_\_
- \_\_\_\_ speak German, French and English \_\_\_\_
- \_\_\_\_ like skiing and cycling \_\_\_\_
- \_\_\_\_o you want to be my friend \_\_\_\_ Please write soon \_\_\_\_
- \_\_\_\_est wishes

#### Discussion

How many emails do you send each week?