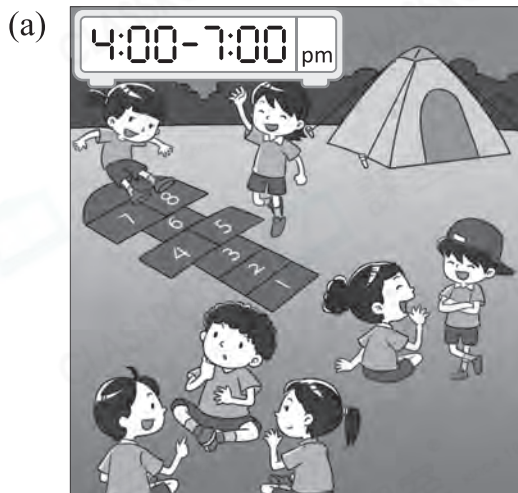


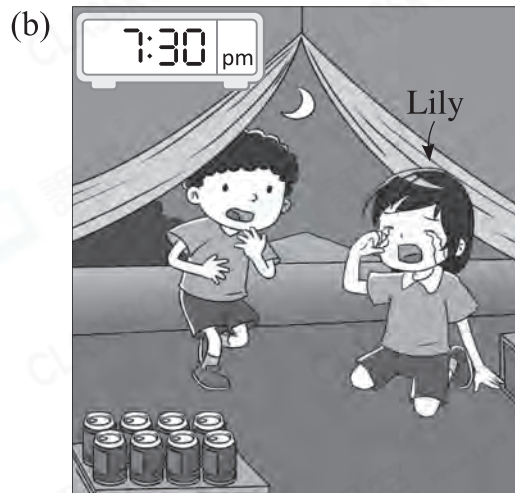
Text type: **E-mail**

An e-mail is a piece of writing for daily communication. The sender's e-mail address, the recipient's e-mail address and the subject are stated on the top. It is usually written in the first-person point of view. We may write a personal e-mail to convey personal ideas or feelings. We may begin with 'Dear + the recipient's name' and end with 'Best, / Love, / Yours, + the sender's name'. The past tense is used when talking about actions that happened in the past.

**You are William. You are writing an e-mail to your friend, Jeremy, about your camping trip last weekend. Based on the pictures below, write an e-mail about what happened. Write at least 80 words.**



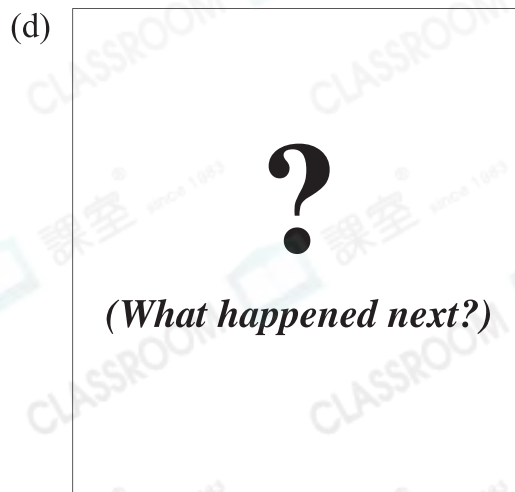
*camp / hopscotch*



*tent / alone*



*miss / parents*



## Step 1

You should read the instructions carefully before starting the writing task. First find out the point of view that you need to write in. Then pay attention to the text type format required. Remember that different text types have different formats.

First-person point of view

Sender: William ('I')  
Recipient: Jeremy




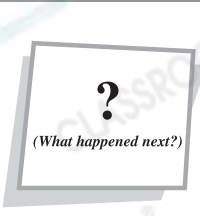
You are William. You are writing an e-mail to your friend, Jeremy, about your camping trip last weekend. Based on the pictures below, write an e-mail about what happened. Write at least 80 words.

Past tense

E-mail format:  
On the top, state the sender's e-mail address, the recipient's e-mail address and the subject. Begin with a greeting like 'Dear + the recipient's name' and end with a closing 'Best, / Love, / Yours, + the sender's name'.

## Step 2

Look at the pictures provided carefully and pay attention to the details of each picture. Think about the following questions as you plan your writing.

(a)		<ul style="list-style-type: none"> <li>• Where were you and your friends?</li> <li>• What were you and your friends doing?</li> <li>• How did you feel?</li> </ul>
(b)		<ul style="list-style-type: none"> <li>• What did you do?</li> <li>• What was Lily doing?</li> <li>• How did she feel?</li> </ul>
(c)		<ul style="list-style-type: none"> <li>• What did you say to Lily?</li> <li>• What was she thinking?</li> <li>• What did she say? Why?</li> </ul>
(d)		<p>Think up an ending based on what happened.</p> <ul style="list-style-type: none"> <li>• How did you react? (What did you do and say to Lily?)</li> <li>• How did Lily feel? How did you feel?</li> </ul> <div style="border: 1px dashed gray; border-radius: 10px; padding: 5px; width: fit-content; margin-left: auto;"> <p>Ask yourself: Is the problem solved? Is the ending logical and interesting?</p> </div>

### Step 3

Look at the pictures on p.2 again and answer the guiding questions in the table below. Then write your own e-mail on a separate piece of paper.

#### **Introduction (Picture A):** talk briefly about **the incident**

Who were with you? \_\_\_\_\_

Where were you? \_\_\_\_\_

When did it happen? \_\_\_\_\_

What were you doing? \_\_\_\_\_

How did you feel? \_\_\_\_\_

#### **Rising Action (Picture B):** talk about **events that happened after the introduction**

What did you do at 7:30 pm? \_\_\_\_\_

What was Lily doing? \_\_\_\_\_

How did she feel? \_\_\_\_\_

#### **Climax / Conflict (Picture C):** tell the **problem(s)** that the character(s) faced

What did you say to Lily? \_\_\_\_\_

What was she thinking? \_\_\_\_\_

What did she say? Why? \_\_\_\_\_

#### **Resolution (Picture D):** tell **how the problem(s) is / are solved** and the **ending** of the incident

How did you react? \_\_\_\_\_

How did Lily feel? \_\_\_\_\_

How did you feel? \_\_\_\_\_

What have you learnt? \_\_\_\_\_



### More Writing Tips

- ★ Use certain **verbs and prepositions** (e.g. **share with, listen to, talk to, laugh at**) to tell more about the actions.
- ★ Use **adverbs of manner** (e.g. **immediately**) to talk about how the actions happened.
- ★ Remember **the sender's e-mail address, the recipient's e-mail address and the subject** are the necessary parts of an e-mail.

### Useful Vocabulary and Phrases

go camping	countryside	have a good time		hopscotch
upset	tent	alone	miss	comfort
share	tear	invite	joyful	have fun

Go through the writing evaluation list below to find out if you have written the e-mail properly. Circle the correct faces and count the number of smiley and sad faces you've got.

### My Writing Evaluation List

☹ Write the sender's e-mail address, the recipient's e-mail address and the subject	☹ Use the wrong format for the e-mail
☹ Communicate with the recipient	☹ Write about your story only
☹ Spell all the words correctly	☹ Have made a few spelling mistakes
☹ Organise the events in paragraphs	☹ The events are unorganised or unclear
☹ Use the past tense to write about the events happened in the past	☹ Use the wrong tenses to write the e-mail
☹ Use the correct verbs and prepositions	☹ Use the verbs and prepositions wrongly
☹ Give reasons	☹ Lack further elaborations
☹ Use adverbs of manner to talk about how the actions happened	☹ Lack descriptive words on how the actions happened
☹ Use complex sentence structures	☹ Use simple sentence structures