

Unit 6 E-mail

Part 1 In-depth Reading



Suggested reading time: 10 mins

Eddie is writing an e-mail to Smartie.

To: happysmartie@hkmail.com
From: eddie.chiu@coolmail.com
Date: 17 December 20XX at 10:40 am
Subject: Come to my Christmas party!

Date & time

Show when the sender sends the e-mail

E-mail addresses

of the receiver (To:) and sender (From:)

Dear Smartie,

How are you? It's Christmas next week! My family is planning a Christmas party at our clubhouse. I want to invite you to join it!

The party is on the **twenty-fourth** of December, from 1:30 pm to 5:30 pm. My mum **can** cook very well. She **can** make a lot of party food, like salad, chicken wings and sausage rolls. She **can't** make desserts so she is planning to buy a strawberry cheesecake for the party. Also, I know you **can** play the piano. Please play it for us at the party!

You can come to our clubhouse by MTR. **Do you want to meet me at the entrance** at 1 pm that day? Please let me know!

Cheers,
Eddie

Closing & signature

- Write a short closing with a comma, e.g. 'Best,'
- Write the sender's name,
- Always write on the left-hand side

Subject

Tell the receiver what the e-mail is about

Greeting

'Hi' / 'Dear' + the receiver's name + a comma

Opening paragraph

- Show concern to the receiver
- State why you write the e-mail

Body

Write about the details

Ending paragraph

Ask the receiver to reply

ABC Choose the Best Answers

- Why does Eddie write this e-mail? **Subject + Opening paragraph**
 - A. To introduce his clubhouse
 - B. To invite Smartie to a party
 - C. To wish Smartie a merry Christmas
 - D. To ask Smartie about what he wants to do at Christmas
- Which of the following is TRUE about the party? **Body**
 - A. It starts at 1 pm.
 - B. It ends at 1:30 pm.
 - C. Smartie can eat salad there.
 - D. There are no desserts.

? Fill in the Blanks

- Who receives the e-mail? **E-mail addresses + Greeting**
 _____ receives the e-mail.
- The noun ' _____ ' in the e-mail means 'the front door of a building or place'. **Word choice**

🔍 Know More about the Structure

Which of the following can we find in an e-mail? Tick (✓) the correct brackets.

5. The sender's e-mail address ()

6. Date and time ()

7. Subject ()

8. The receiver's home address ()

9. The receiver's e-mail address ()

10. Greeting ()

11. Closing and signature ()

12. The receiver's phone number ()

Part 2 Fun Text Grammar



Suggested finishing time: 10 mins



Magic Grammar Points

We use 'can' to talk about things we are able to do. We use 'cannot / can't' to talk about things we are not able to do.

He	can	play basketball.
I	cannot / can't	dance.



Use the base form of the verb after 'can' and 'cannot / can't'.

Ex. Read about what the children can and cannot do in the table. Fill in the blanks with the correct words.

	Smartie	Fifi	Eddie	Kaka
play chess	✓	✓	✗	✗
swim	✗	✓	✓	✓
paint pictures	✗	✗	✓	✗
make models	✓	✗	✗	✗

Smartie and I ① _____ play chess but we ② _____ paint pictures. Smartie doesn't like sports. He ③ _____ swim. I am good at sports. I ④ _____ in the sea!

Eddie likes art. He ⑤ _____ pictures. Kaka is not good at art. He ⑥ _____ pictures. Both Eddie and Kaka can swim but they ⑦ _____ chess. They think it is difficult.

Eddie, Kaka and I cannot make models. Smartie is good at it. He ⑧ _____ make a model pirate ship!

⑨ _____ you _____ models too?





Amazing Vocabulary

We use **ordinal numbers** to talk about dates.

e.g. The party is on the **thirty-first** of March.



Put 'the' before the ordinal number when you read aloud a date or write it in words.

Ex. Complete the sentences with the correct dates in words.

- Sports Day is on _____ of March.
- Parents' Day is _____.
- The school funfair is _____.

School Timetable	
Parents' Day	18/11
Sports Day	21/3
Funfair	23/6–25/6



Practical Sentence Patterns

We use ' **Do you want to** + **verb phrase** ?' to ask people if they want to do something.

e.g. **Do you want to** drink some water?

Ex. Smartie and Eddie are talking. Complete their conversation with 'Do / do you want to...' and the verbs given.



: Eddie, 1. _____ (eat) some sandwiches?



: Yes, please. I'm hungry. Smartie, 2. _____ (read) this comic book? It's one of my favourites!



: No, thanks. I don't like reading comics. 3. _____ (go) to the library with me after school? We can borrow some storybooks.



: Of course! I like reading stories too!

Part 3 Getting to Write

 Suggested finishing time: 15 mins

Brain Boost

Eddie is reading some information about the school's open day. Help him complete the two tables below.



Name of event	Long River Primary School Open Day
Date	1. _____, 20XX
Time	2. From _____ to _____
Location	3. _____

	Play 4. _____ games	Join the chess 5. _____	Join the music 6. _____
Eddie	✓	✗	✓
Angus	✓	✓	✓



Let's Practise

Eddie is writing an e-mail to his friend Angus. Help him complete the e-mail with the help of the information.

To: angus.chan@coolmail.com

From: ① _____

Date: 3 March 20XX at 6:05 pm

Subject: Come to my school's ② _____ !

③ _____

④ _____? My school's open day is coming. I want to invite you to join it!

It is ⑤ _____, from 10:00 am to 4:30 pm. I know you ⑥ _____ (do) many sports. Both you and I ⑦ _____ (play) badminton and football so we must join the fun sports games together!

There is also a music workshop. I know that you ⑧ _____ (play) the guitar. ⑨ _____ go to the music workshop with me? By the way, our school's Chinese Chess Club is planning to hold a chess competition. I ⑩ _____ (play) chess but you're really good at it. Why don't you join it too?

My school is in Causeway Bay. You can get there ⑪ _____.

⑫ _____ have breakfast with me that morning? Please let me know.

⑬ _____

1 Who sends this e-mail?

2 What activity is Eddie asking Angus to join?

3 Include a correct punctuation mark.

4 How do you greet the receiver?

5 Write the date in words here.

6-8 How do you talk about things you are able to do?

9, 12 Ask Angus if he wants to do something.