

Unit 10 E-mail

Part 1 In-depth Reading



Suggested reading time: 10 mins

Eddie is reading an e-mail from his grandpa.

To: eddie.chiu@coolmail.com

E-mail addresses of the receiver (To:) and sender (From:)

From: tom.chiu@coolmail.com

Date: 16 May 20XX at 11:03

Date & time

When the sender sends the e-mail

Subject: Having Good Habits

Subject Tell what the e-mail is about

Salutation

'Dear / Hi (Receiver's name),'

Hi Eddie,

How are you, my lovely grandson? I heard that you spent your Easter holiday on games and TV.

Opening paragraph

Show concern to the receiver

I want to remind you that our eyes are important to us. You **ought not to** spend **too much** time on games and TV. **Too much TV is bad for** your eyes. **Too many** games **are bad for** your brain. **It is better to** take short breaks from the screen. **It is a good idea to** take a glance at green plants from time to time. It can protect your eyes.

Body

Talk about one main idea in each paragraph, e.g. the ways to protect the eyes (paragraph 2)

If you want to stay healthy, you **ought to** exercise more. **It is a good idea to** do more sports. A walk in the park **is good for** you. It allows you to relax your brain and muscles. **It is better to** keep a balanced diet too. Eight cups of water every day and plenty of vegetables and fruit **are good for** you.

Ending paragraph

Ask some questions and ask the receiver to write back

Keep up these good habits and be a healthy kid! Do you want to go hiking with me on Saturday? Please write soon!

Love,

Closing with a comma

Grandpa

Sender's name or signature

LEARN THIS SKILL

We use *an informal closing* (e.g. 'Best,', 'Yours,') in e-mails to family or friends.

USEFUL TIP

We use '**too many**' and '**too much**' to show that something is more than enough or necessary.

e.g. Tom had **too many** French fries and **too much** cola in the meal.

ABC Choose the Best Answers

- Why does Eddie's grandpa write this e-mail? **Subject + Main idea**
 - A. He wants to ask Eddie out to have a walk.
 - B. He wants to ask Eddie to sleep early at night.
 - C. He wants to introduce some good habits to Eddie.
 - D. He wants Eddie to relax and enjoy the Easter holiday.
- What may Grandpa NOT add to the opening paragraph? **Opening paragraph**
 - A. 'Is everything OK?'
 - B. 'Your mum is worried about you.'
 - C. 'I miss you and Chloe!'
 - D. 'Where do you want to hike?'

? Fill in the Blanks

- How does Grandpa end the e-mail? **Ending paragraph**
Grandpa invites Eddie to _____ and asks him to _____ back to him.
- The noun ' _____ ' in the e-mail means 'a quick short look'. **Word choice**

🔍 Know More about the Structure

Write the correct letters to show different parts of an e-mail.

5. _____

26th June, 20XX 12:03

Subject: Let's Do Sports

6. _____

7. _____

8. _____

9. _____

10. _____

Jerry

A. How are you?

B. Dear Eddie,

C. Which day are you free to meet? Please write soon.

D. I want to invite you to join Sports Club. We can play ball games there. We can even join a football match...

E. Best,

F. To: eddie.chiu@coolmail.com
From: jerry.wong@hkmail.com


Part 2 Fun Text Grammar

 Suggested finishing time: 10 mins

Practical Sentence Patterns

a We can use ' **It is** + **a good idea / better** + **to** (do something)' to give advice and suggestions.

e.g. **It is a good idea to** read more books.
It is better to rest enough.

 Write the base form of the verb after 'to'.

Ex. / Chloe is giving some advice and suggestions to Mimi. Complete what she says with the help of the words given.

Mimi, it is 1. _____
_____ (do more exercise). 2. _____
_____ (drink more water)
when you sweat a lot!



b We can also use ' **Noun (phrase)** + **is / are** + **good / bad for** (somebody / something)' to give advice.

e.g. **A balanced diet is good for** you.
Too many soft drinks are bad for your teeth.

Ex. / Look at the pictures and give advice to Fifi with 'good for' or 'bad for' and the words given.



1. Riddle games _____ your brain.
(riddle games / your brain)



2. _____
(music / you)



3. _____
(too much noise / your ears)



4. _____
(too many lollipops / you)



Magic Grammar Points

We use 'ought to' to give advice and tell people what they should do.

Eddie ought to study hard for his exams.



Do NOT change the form of 'ought to'.
 ✗ Eddie oughts to study hard.

Ex. Help Chloe tell her friends to change their bad habits with 'ought to'.

- Eddie and Kaka seldom help with the housework.
They ought to _____ more often.
- Mimi does not eat spinach or carrots.
_____ different kinds of vegetables.
- Eddie never tidies his room.
_____ twice a week.



Amazing Vocabulary

Ex. Which of the following are good habits? Tick (✓) the correct circles.



help with the housework every week



have a balanced diet



watch TV until midnight



stay up late every night



drink eight cups of water every day



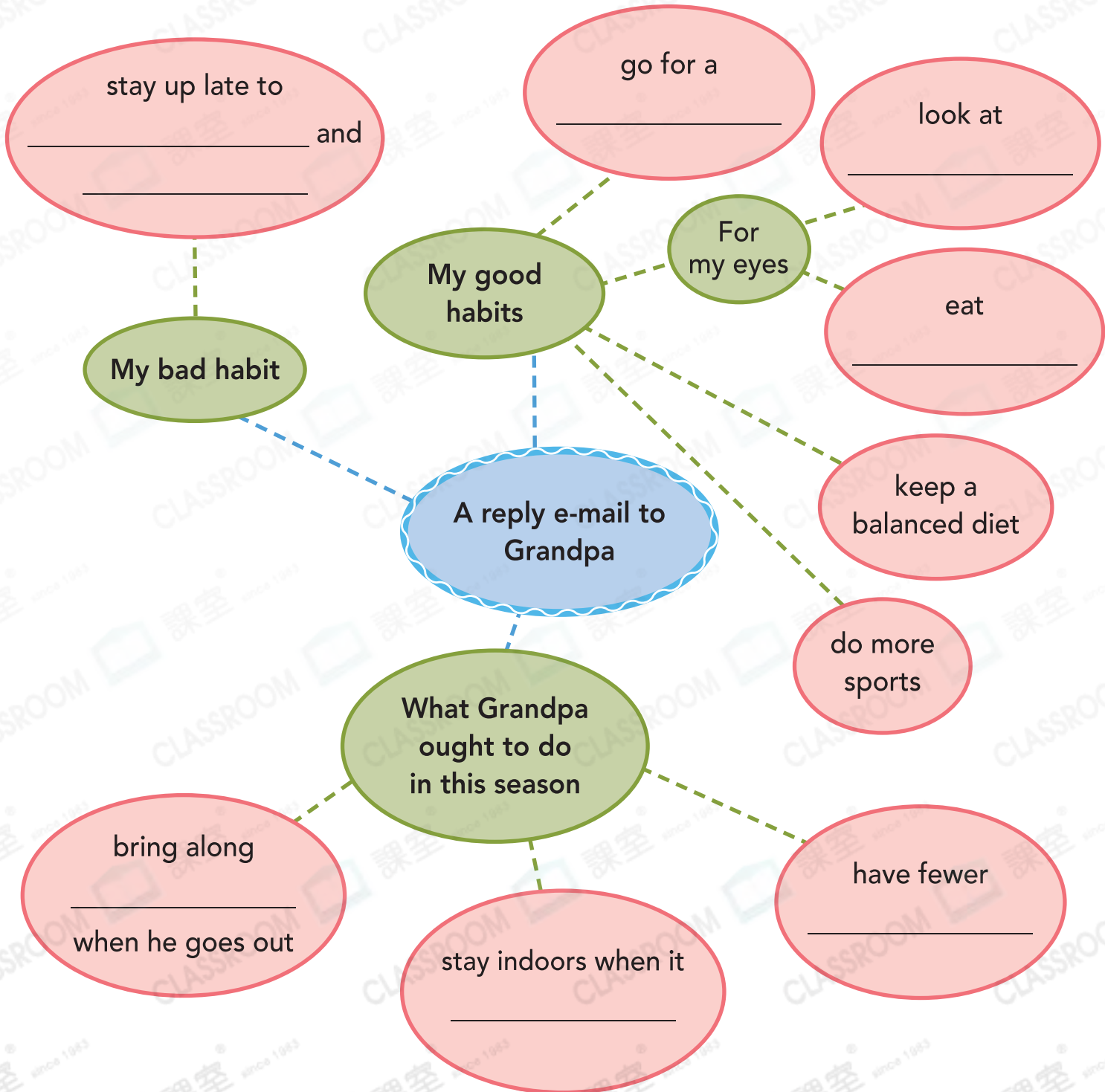
Part 3 Getting to Write

 Suggested finishing time: 15 mins

Brain Boost

Eddie wants to write a reply e-mail to his grandpa. Help him complete the mind map below with the words given.

blueberries	walk	green plants	cold drinks
watch TV	an umbrella	rains	play online games





Let's Practise

Help Eddie complete the reply e-mail below with the help of the mind map.

To: tom.chiu@coolmail.com

From: eddie.chiu@coolmail.com

Date: 18 May 20XX at 18:59

Subject: Re: Having Good Habits

1 Write a question of three words.

Dear Grandpa,

2, 9 Fill in two words to mean 'more than enough'.

1 _____? Thank you very much for your tips on developing good habits. They are really useful!

3, 5 Fill in each blank with four words.

After learning about the harm games and TV do to my body, I think I need to spend less time on them. I want to relax, but

4-5, 10 Is / Are the thing(s) mentioned good or bad?

2 _____ excitement from the screen often makes my eyes and head ache. It is a 3 _____

_____ for a walk in the park because fresh air

6-7 Give advice by including two words that mean 'should'.

4 _____ us. Mum always says that green plants and blueberries 5 _____ eyes too.

She also says I 6 _____ more sports and keep a balanced diet. I will keep them all in mind from now on!

8, 11 Give advice and suggestions with 'It is...to...'

The weather is getting rainy. Remember to keep yourself dry and warm. You 7 _____

_____ when you go out. 8 _____ when it rains. I know you like iced tea and iced

12 Ask Grandpa to reply.

coffee, but 9 _____ cold drinks 10 _____ you because they will make you cough.

13 Write an informal closing.

Mum thinks that 11 _____ buy some new socks for you. Are you free to go shopping with us this

Saturday after hiking? 12 _____!

13 _____

14 _____