

Unit 1 E-mail



Part 1 In-depth Reading



Suggested reading time: 10 mins

Eddie is reading an e-mail from his friend.

To: eddie.chiu@coolmail.com

From: joe.chow@hkmail.com

Date: 1 September 20XX at 16:05

Subject: My summer holiday

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

Date & Time

Show when you send the e-mail

Dear Eddie, **Greeting** 'Dear / Hi (Receiver's name),'

How are you? Let me tell you what I **did** this summer.

I **had** a body check last week. The doctor **told** me that I **was** overweight. You know I **like eating snacks** very much.

I **often** have a lot of ice cream and ice lollies in summer.

I **don't like eating vegetables**. Besides, I **like playing computer games and watching TV** at home! I think I really need a change. From now on, I want to have a balanced diet and do more exercise!

I **travelled** to Thailand with my parents in August. We **ate** lots of tasty food, such as coconut jelly, mango pudding and durian candies. They **were** really nice! However, we **did not visit** the famous beaches because of the rainy weather.

What do you **like doing** in your summer holiday? What **did** you **do** this summer? Please write soon.

Love,

Joe

Closing & signature on the left-hand side

Write a short closing, e.g. 'Best,', 'Cheers,' before your name

Subject

- Tell what you want to talk about in the e-mail
- Simple and specific

Opening paragraph

- Greet the receiver
- Tell why you write the e-mail

Body

Write about the details

Ending paragraph

- Ask some questions
- Ask the receiver to reply

USEFUL TIP

We can use '**like + -ing**' to talk about someone's hobby and '**always / often / sometimes / never**' to tell how frequent he or she does it.

e.g. Peter **likes listening** to music. He **often** listens to music before going to bed.

ABC Choose the Best Answers

- Who wrote this e-mail? **E-mail addresses + Signature**
 - A. Joe
 - B. Eddie
 - C. A doctor
 - D. Joe's parents
- The sender wants to tell the receiver about _____ in the e-mail. **Subject + Opening paragraph**
 - A. what he did in summer
 - B. what snacks he likes eating
 - C. when he visited Thailand
 - D. what games he likes playing

? Fill in the Blanks

- What did Joe do in summer? **Body**
He _____ a body check and _____ in summer.
- Why didn't Joe and his family visit the famous beaches? **Body**
They didn't visit them because the weather _____.
- The adjective ' _____ ' in the e-mail means 'too heavy'. **Word choice**

🔍 Know More about the Structure

Write 1–5 in the boxes to put the e-mail content in the correct order.

Joe asks Eddie to write back.

Joe tells why he is writing the e-mail.

Joe greets Eddie in the e-mail.

Joe tells Eddie he decides to have a balanced diet and do more exercise in the coming days.

Joe tells Eddie about his trip to Thailand.

Part 2 Fun Text Grammar



Suggested finishing time: 5 mins



Magic Grammar Points

We use the **simple past tense** to tell what happened in the past.



Some verbs do NOT follow the '-ed' pattern in the past form. We call them 'irregular verbs'.

What	did	Mimi	eat	last night?
Last night,	Mimi	ate		an apple.

Ex. Complete the following questions or answers in the simple past tense. Write your answers in words.

- When did Eddie and Smartie meet this morning?
_____ (8:30 am)
 - How many books did Kaka bring to school yesterday?
_____ (9)
 - _____
- Eddie bought two packets of chips from the supermarket last week.
- _____
- Mum and Chloe went to the wet market in Sheung Wan last Wednesday.



Amazing Vocabulary

Ex. What are Chloe's hobbies? Match the words to the correct pictures.



reading books listening to music going cycling
playing chess playing card games



1. _____



2. _____



3. _____



4. _____

5. _____

Part 3 Getting to Write



Suggested finishing time: 10 mins



Brain Boost

What does Eddie like doing in his summer holiday? Fill in the blanks with the help of the pictures.



I like 1. _____ with my friends. We always play it on weekdays. I also like 2. _____ in the pool. I often go there at weekends.



Let's Practise

Help Eddie complete the reply e-mail to Joe.

1 What is the receiver's email address?

To: 1 _____ Date: 3 September 20XX at 18:03

From: eddie.chiu@coolmail.com Subject: Re: My summer holiday

Dear 2 _____,

Hi, I'm fine. I'm glad to know that you are going to do more exercise!

I like 3 _____ in my spare time. In my summer holiday, I like 4 _____ with my friends. I

5 _____ go to the basketball court with my friends on weekdays. I also 6 _____ . I 7 _____

go to the swimming pool at weekends. I 8 _____ to Beijing with my family this summer. We went to the Great Wall and the

Forbidden City. The ancient buildings 9 _____ amazing! We 10 _____ a lot of pictures and 11 _____ a

lot about Chinese history there!

What places 12 _____ you _____ in your trip to Thailand? Please write soon. 13 _____

13 _____

Eddie

3 Write the correct form of 'do sports'.

4, 6 Fill in each blank with two words.

5, 7 Fill in a word in each blank to show frequency.

8 Write 'travel' in the past form.

Don't forget the punctuation mark here.

9-12 Write the correct form of 'be', 'take', 'learn' and 'visit'.

