

Unit 9 E-mail

Part 1 In-depth Reading



Suggested reading time: 10 mins

Eddie's grandma wrote an e-mail to Eddie. Read the e-mail.

To: eddie.chiu@coolmail.com
From: margaret.chiu@hkmail.com
Date: 14 March 20XX at 15:31
Subject: **I'm coming to visit you!**

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

Subject of the e-mail should be simple but specific, e.g.
X 'Hello!'
✓ 'Let's go on a trip!'

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

Dear Eddie,

How are you? It's been a while since we saw each other in July. I think it's time to pay you a visit. I really miss you all!

Opening paragraph

- Greet the receiver
- State the purpose of the e-mail

I'm worried about how to get to your home. I haven't been there for a year. It's easy for me to get a taxi. However, I **don't like to spend** too much money on transportation. **Although** travelling by taxi is fast and convenient, it's expensive! I think I'll take a bus instead. It costs me only \$2!

Body

Details about what the sender wants to tell

I'll take Bus 231A to Wan Chai. Could you please come and pick me up at the bus stop? **Although** people usually give their seats to me, it is uncomfortable to travel such a long journey. As you know, I **don't enjoy sitting** in the same position for a long time! It'll be great if you can take me to a Chinese restaurant nearby to have a rest after that.

Ending paragraph

- State the writing purpose again
- Ask the receiver to reply

Are you and Chloe free this Saturday so that I can see you both? When shall we meet? Please let me know.

Love,
Grandma

Closing & signature

- Write an appropriate closing with a comma
- Write the sender's name

LEARN THIS SKILL

Personal e-mails (to family or friends) are informal in style so we use an informal closing.

Formal closing

- Yours faithfully,
- Yours sincerely,

Informal closing

- Best wishes,
- Cheers,
- Love,
- Yours,

USEFUL TIP

We can use **gerunds** or **to-infinitives** after 'love', 'like' and 'hate', but we only use **gerunds** after 'enjoy'.

e.g. My children **love to hike**. They also **enjoy having** a picnic.

ABC Choose the Best Answers

- What is this e-mail about? **Subject + Main idea**
 - A. Grandma wants to go to Eddie's home.
 - B. Grandma does not know where Eddie lives.
 - C. Grandma wants to eat at a Chinese restaurant.
 - D. Grandma wants to know the way to Eddie's home.
- What may Eddie NOT write as the closing in the reply e-mail to his grandma? **Closing**
 - A. Yours,
 - B. Cheers,
 - C. Best Wishes,
 - D. Yours sincerely,

? Fill in the Blanks

- Who are the receiver and the sender of the e-mail? **Email addresses**
Eddie is the _____ and his grandma is the _____ of the e-mail.
- The noun ' _____ ' in the e-mail means 'a trip'. **Word choice**

🔍 Know More about the Structure

Match the content to the correct parts of an e-mail.

A. Subject

B. Salutation

C. Body

D. Closing

E. Opening paragraph

F. Ending paragraph

G. E-mail addresses

5. We're going to have hotpot this Sunday. Please join us!

6. Dear Eddie,

7. Come and have hotpot!

8. Yours,

9. I look forward to your reply.

10. We'll have marbled beef, mushrooms and a lot of seafood!

Part 2 Fun Text Grammar



Suggested reading time: 5 mins



Magic Grammar Points

We can use 'Although' to link two contrasting ideas.



Do NOT put 'Although' and 'but' in one sentence.

Although	Chloe hates washing dishes,	she loves cooking.
	travelling by MTR is uncomfortable,	it is fast and convenient.

Ex. Complete the sentences with 'Although' and the correct form of the words given.

1. Smartie / be clever / he / make mistakes / sometimes

2. travelling by ferry / be slow / we / can enjoy the beautiful view on it



Amazing Vocabulary

We use adjectives to describe experiences. Sometimes we can form **antonyms** (words of opposite meanings) by adding **prefixes** to them.

e.g. expensive ↔ inexpensive (cheap) pleasant ↔ unpleasant (not pleasant)

Ex. Rearrange the letters in the boxes below and then colour the opposite pairs in the same colour.



uninteresting	1. p e s n v i e x e _____	2. a l e p a n u s t n _____
inconvenient	comfortable	3. t i n g t i n e e s r _____
4. m a o c o n t u f b l r e _____	pleasant	5. n e i t n v c e n o _____

Part 3 Getting to Write

 Suggested finishing time: 10 mins

Brain Boost

Eddie is thinking about how he can go back home from Wan Chai with his grandma. Fill in the blanks with the antonyms of the words given.

	<p>☺ Walking home saves money.</p> <p>☹ It is 1. _____ (easy) and tiring to walk on the crowded streets.</p>
	<p>☺ Travelling on a tram is 2. _____ (expensive) and 3. _____ (uninteresting).</p> <p>☺ It is enjoyable to look out of the windows.</p>



Unit 9

Let's Practise

Help Eddie write a reply e-mail to his grandma.

From: 1 _____ Subject: Re: I'm coming to visit you!

To: 2 _____ Date: 15 March 20XX at 16:11

Who sends the e-mail?

3 _____

I'm fine. We miss you too!

Yes, we're free this Saturday. We'll meet you at the bus stop at noon and then go yum cha together. I know you don't like 4 _____ on the crowded streets, so we're going to take the tram after lunch.

Although 5 _____ is slow, 6 _____

_____. I'm sure you'll enjoy 7 _____

_____ and 8 _____ the beautiful views of the streets and skyscrapers!

Please give Mum a call before you come out. We can't wait to see you!

9 _____

10 _____

Don't forget the punctuation mark here.

What may you put after 'like'?

Fill in the blank with three words.

What will Grandma enjoy doing on a tram?

Which one do you use, a formal closing or an informal closing?

Write the correct form of 'see'.