

Unit 20 E-mail



Using a dictionary to find out the meaning of words

Oliver is writing an e-mail to his best friend. Read the e-mail.

From: oliverchan@hellomail.com

To: dennislam@hellomail.com

Subject: Awfully sorry for what I did!

Hi Dennis,

I want to apologise for what happened last Saturday. I knew I made you upset. I have been thinking about it for three days as I felt **shameful** about what I did!

I stayed up late last Friday to binge-watch a TV drama and forgot to set my alarm, so I was late for our breakfast the next morning. I even missed the only ferry to Po Toi Island, your long-awaited scenic spot.

I was self-centred to think it was no big deal and we could just do other things instead, so I didn't say sorry to you. I guess you must have been angry and very disappointed with me because I did not show any **consideration**. I used to think that punctuality was not that important — as long as we eventually show up, the time we arrive doesn't really matter. However, an article about punctuality I read yesterday reminded me that being late could lead to many **consequences**. For example, people who are late are often seen as irresponsible and disrespectful. I do not want to give such an impression to others, especially to good friends like you.

Therefore, I have decided not to be late again. I have also made some plans to help myself get rid of this bad habit. First of all, I need to be more **disciplined**. I usually get up late because I always go to bed late. So, I will limit my time spent on TV and my mobile phone. Also, I will plan a schedule for the next day every night to make sure I have enough time to finish everything. I am determined this time. I hope I can achieve these goals so that I can be more responsible and well-prepared.

Last but not least, I hope you can forgive me and we can still be best friends.

Best,
Oliver



10 mins

DATE

Choose the best answers by blackening the circles.

- What is the main reason for Oliver to write this e-mail?
 - A. to apologise to Dennis
 - B. to share an article he read
 - C. to befriend Dennis
 - D. to explain why he was late
- When did Oliver send the e-mail to Dennis?
 - A. Saturday
 - B. Tuesday
 - C. Thursday
 - D. Friday



- In line 12, what does the word '**consideration**' mean?

consideration (n.)

- an act of thinking about something carefully
'After detailed consideration, his family decided to migrate to the UK.'
- a particular fact that should be thought about while making a decision
'Safety is the main consideration when driving.'
- a type of behaviour that is kind and considers others' feelings
'We lower our voice on buses to show consideration for other passengers.'
- a payment for a service
'I will help you do it if you give me a small consideration.'

- A. 1
- B. 2
- C. 3
- D. 4

Tip

Q4: Find the conjunction which shows the cause or result.

Answer the questions in complete sentences.

- Why did Oliver not say sorry at first?

- How will Oliver change his bad habit of going to bed late?

Fill in each blank with ONE word from the e-mail. Change the word form when necessary.

Oliver, I was 6. _____ at you that day but not any more now. I'm sure you can change this bad 7. _____ if you are 8. _____!