2 Email

▸▸ **Exam task – Part 2**

You have received this email from your English-speaking friend, Adam.

> **From:** Adam
>
> **Subject:** Exchange programme
>
> I've been offered the opportunity to come to your town on an exchange student programme. How easy is it to find accommodation? What is the transport like? And what is life like in your area? Do you think I should take up the offer?
>
> Write soon!
>
> Adam

Write your **email**.

Useful phrases

Introduction

Thanks for your message / email.

Sorry I haven't written before.

I'm really glad / sorry / pleased
  to hear …

Body of email

In my view / opinion, …

It would be a good idea to …

You should / shouldn't …

Don't forget to …

If I were you, I would / I'd …

Conclusion

Well, that's all for now.

I hope this is helpful.

Do keep in touch.

Write soon.

Look after yourself.

Give my love / regards to …

▸▸ **Model answer**

Dear Adam,

I was really pleased to get your email last week and to hear that you might be coming on an exchange programme. Sorry I haven't written back before now, but I've been very busy working in my parents' shop.

In your email you asked me about accommodation. There is a student residence not far from our apartment; I can find out if you could get a room there, and how much it will cost.

The bus service here is very efficient and reliable. The college is within walking distance from the town centre, and it would take you about 20 minutes to walk there.

I think the exchange programme is a wonderful opportunity for you to spend time away from New York. Life here is very relaxing, the pace of life is slow, and the people are friendly. If I were you, I wouldn't think twice!

I'm really looking forward to seeing you here and showing you around my favourite places. Do write and tell me what you decide.

Look after yourself,

Mike

In the introduction greet your friend.

The exam question requires you to give information about your area and advice about the exchange programme.

Divide your email into short paragraphs. Make sure each paragraph is on a different topic.

Finish your email in an informal way. Send greetings and ask the reader to write back.