

Christelle went to Scotland and stayed with Stephanie and David. After she had gone home, she wrote to thank them.

rue de la Tour 9
1207 Genève
Switzerland
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- Look at the list of things she says in her letter. Number them in a logical order 1–7.
 - A She suggests the best time to come to Geneva.
 - B She thanks them for having her to stay.
 - C She talks about what she's been doing recently.
 - D She apologizes for not writing before.
 - E She mentions two really good experiences in Scotland.
 - F She thanks them again and invites them to stay.
 - G She talks in general about the nice things that happened in Scotland.
- Now read Christelle's letter and check your answers to a.
- Find and correct five punctuation mistakes in the second paragraph.
- Look back at the emails on p.17. What difference is there in style between an informal letter and an email?

Useful language: informal letters / emails

Beginnings

Dear + name (email: Dear or Hi)
 Sorry for not writing earlier but...
 Thank you / Thanks (so much) for
 (your letter, having me to stay, etc.).
 It was great to hear from you...

Endings

That's all for now.
 Hope to hear from you soon. / Looking forward
 to hearing from you.
 (Give my) regards / love to...
 Best wishes / Love (from)
 PS I enclose a photo of the three of us (email: I
 attach...)

Imagine you have some British friends in the UK, and you stayed with them for a week last month.

WRITE a letter to thank them.

PLAN what you're going to say. Use 1–7 above and the **Useful language** box to help you.

CHECK the letter for mistakes (**grammar** , **punctuation** , and **spelling**).

Dear Stephanie and David,

Sorry for not writing earlier but I've been incredibly busy since I got back!

Im writing to thank you for letting me stay with you in august I had a fantastic time. The weather was perfect and I really think my english got better. i hope you think so too!

It was very nice to meet Claire and Emma. There were a lot of memorable days, but I'll never forget the open air concert we went to - it was amazing - or the visit to Edinburgh Castle.

For the last three weeks I've been very busy organizing everything for my next year at university. I have to matriculate for all my subjects and choose the optional ones I want to do. I've also been doing a lot of exercise as I put on three kilos while I was in Glasgow! I've been going swimming every day and playing football with my friends. Talking of football, I was sorry to see that Celtic lost on Saturday. Let's hope they play better next week.

Anyway, that's all for now. Thanks again for everything. Don't forget my invitation to come to Geneva - my family would love to meet you. Spring would be a great time as it's warm and not too crowded.

Give my love to Claire and Emma.

Best wishes

Christelle

PS I enclose a photo I took of the girls in Edinburgh.

