

## Plans and arrangements

### Writing emails

- I. Read the following email from Archie to Carl. Find four different activities that Archie is planning to do during his Easter holiday. What tenses does he use in his email?**

Dear Carl,

Thanks for your email. It's great that you're planning to visit us next month.

As soon as the term finishes, I'm going camping in the New Forest with my dad and my brother, Kieran. We're planning to be away for three or four days. I really want to go fishing a few times, and while we're there, I'm hoping to catch some fish to eat in the evenings. After we get back I'll be working in my uncle's café for a few days over Easter. You could visit any time during the last week of the holiday. I'll be retaking a couple of exams next term, so I need to do some revision before I go back to school. But I think I'll be able to work when you're there.

I'd be grateful if you could confirm the dates of your visit as soon as possible. I won't make any more plans until I hear from you!

All the best,

Archie.

- **Find one sentence that is too formal. How could you rewrite it in a more informal style?**

\* Think of certain/possible/likely/unlikely activities that you could do during the summer:

PLANNED ACTIVITIES FOR THE SUMMER	EXPECTED RESULT
e.g. go to the mountains with my friends	can be done
do math exercises as supplementary work	not likely

	can be done
	certain
	most likely
	can be done
	most likely
	most likely

**II. A British friend wants to stay with you for a few days over the summer holiday. Write an email (120 – 150 words) to him or her.**

- Say how you feel about his/her plans to visit and why.
- Give some information about what you will be doing in the holidays and when (use the table above to help you).
- Explain when the best time for his/her visit would be and why.
- Ask when he/she plans to arrive and how long the visit will be.