

Pen Pals

Name:

Writing an Introductory Email

Imagine that your teacher has asked you to write an email to a child who is your age, that lives in another country. You haven't met the other child as they live so far away. This is your first email. What would you say to them?

Planning:

Here are some ideas to consider.

- Describe yourself, and your family and friends.
- Describe the place where you live. What makes it special?
- Describe the weather.
- Describe the activities you like to do with family and friends.
- Describe the foods you like to eat.
- Describe your school work. What subjects are you good at?
- Describe the popular sports in your country.
- Explain why living in your country is so great.
- Include any other information that you think the person would find interesting.



Include:

Don't forget to include a subject for your email!
The subject tells the recipient
WHAT the email is about.

New Message	— ↗ ✕
To	Cc Bcc
Subject	

Pen Pals

Writing an Introductory Email

Name:

New Message — ↗ ✕	
To <input type="text"/>	Cc Bcc
Subject <input type="text"/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	
<hr/>	