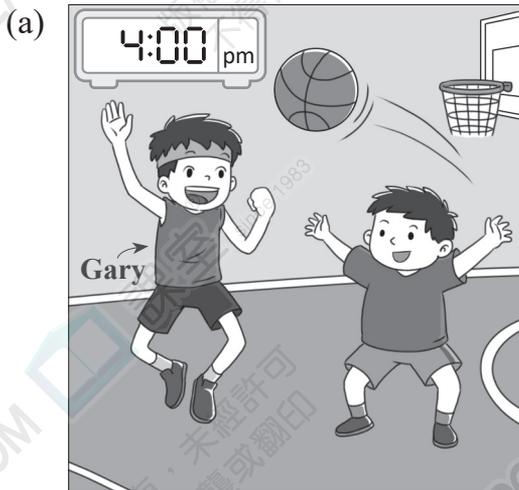


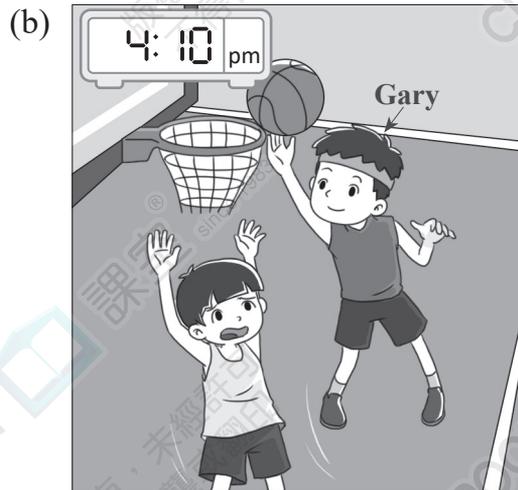
Text type: **E-mail**

An e-mail is a piece of writing for daily communication. The sender's e-mail address, the recipient's e-mail address and the subject are usually stated on the top. It is written in the first-person point of view. We may write a personal e-mail to convey personal ideas or feelings. We may begin an e-mail with a greeting like 'Dear + the recipient's name' and end it with a closing like 'Best, / Love, / Cheers, + the sender's name'. The past tense is used when talking about actions that happened in the past.

You are Gary. You are writing an e-mail to your friend, Fiona, about your after-school activity last Friday. Based on the pictures below, write an e-mail about what happened. Write at least 80 words.



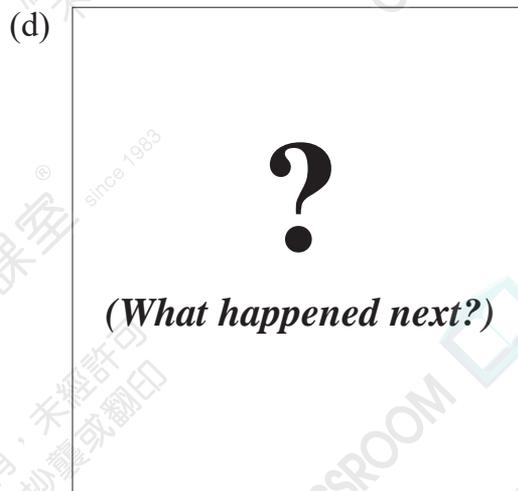
*take part / after-school activity*



*score a basket / defender*



*toward / embarrassed*



*(What happened next?)*

## Step 1

You should read the instructions carefully before starting the writing task. First find out the point of view that you need to write in. Then pay attention to the text type format required. Remember that different text types have different formats.

First-person point of view

Sender: Gary ('I')  
Recipient: Fiona

You are Gary. You are writing an e-mail to your friend, Fiona, about your after-school activity last Friday. Based on the pictures below, write an e-mail about what happened. Write at least 80 words.

Past tense

**E-mail format:**  
On the top, state the sender's e-mail address, the recipient's e-mail address and the subject. Begin with a greeting like 'Dear + the recipient's name' and end with a closing like 'Best, / Love, / Cheers, + the sender's name'.

## Step 2

Look at the pictures provided carefully and pay attention to the details of each picture. Think about the following questions as you plan your writing. Think up an ending and fill in the blanks with the correct words.

<p>(a)</p> 	<ul style="list-style-type: none"> <li>• Where were you and your teammates?</li> <li>• What did you and your classmates do?</li> <li>• How did you feel?</li> </ul>
<p>(b)</p> 	<ul style="list-style-type: none"> <li>• What did you do?</li> <li>• What was the boy doing?</li> <li>• How did the boy feel?</li> </ul>
<p>(c)</p> 	<ul style="list-style-type: none"> <li>• Where were you?</li> <li>• What were you doing?</li> <li>• What happened to the boy?</li> </ul> <div style="border: 1px dashed gray; border-radius: 10px; padding: 5px; margin-top: 10px;"> <p>💡 Think about why the boy had such a feeling. Elaborate the idea and state what you did to help.</p> </div>
<p>(d)</p> <div style="border: 1px solid gray; padding: 10px; width: 80px; margin: 0 auto;"> <p style="font-size: 2em; text-align: center;">?</p> <p style="font-size: 0.8em; text-align: center;">(What happened next?)</p> </div>	<p>Think up a <b>logical and interesting ending</b> based on the events that happened:</p> <p>I _____ <b>tried to cheer the boy up</b> _____</p> <p>I was _____ <b>glad</b> _____ that _____ <b>he was happy again</b> _____</p>

### Step 3

Look at the pictures on p.2 and answer the guided questions in the table below. Then write your own e-mail on a separate piece of paper.

#### Introduction (Picture A): talk briefly about the incident

What did you do? took part in an after-school activity—a basketball match

Where did it happen? at school

When did it happen? at 4 pm last Friday

Who were with you? my teammates

How did you feel? excited

#### Rising Action (Picture B): talk about events that happened after the introduction

What did you do? went past the defender and scored a basket

What was the boy doing? he was standing under the basketball hoop

How did the boy feel? disappointed

#### Climax / Conflict (Picture C): tell the problem(s) that the character(s) faced

Where were you and the boy? near a bench in the basketball court

What was the time? at 5 pm after the game

What were you doing? talking with the boy

What happened to the boy? the boy felt embarrassed because his team lost the game

#### Resolution (Picture D): tell how the problem(s) is / are solved and the ending of the incident

What did you do? shared with him some basketball skills and invited him to another basketball match

What happened in the end? I cheered him up

How did you feel? great

What have you learnt? it feels great to be nice and helpful

## More Writing Tips

- ★ Use **adjectives with ‘as... as’** (as strong as an ox, as fast as a horse etc.) to describe things by comparing them to something similar.
- ★ Use the **connective ‘while’** to talk about two ongoing events that happened at the same time in the past.
- ★ Remember **the sender’s e-mail address, the recipient’s e-mail address and the subject** are the necessary parts of an e-mail.

### Useful Vocabulary and Phrases

defender	go past	after-school activity	take part in
score a basket	succeed	shoot	embarrassed
basketball court	disappointed	invite	basketball hoop

Go through the writing evaluation list below to find out if you have written the e-mail properly. Circle the correct faces and count the number of smiley and sad faces you’ve got.

### My Writing Evaluation List

☹ Write the sender’s e-mail address, the recipient’s e-mail address and the subject	☹ Use the wrong format for the e-mail
☹ Spell all the words correctly	☹ Have made a few spelling mistakes
☹ Organise your ideas in paragraphs	☹ The events are unorganised or the order is unclear
☹ Use the past tense to write about the events in the past	☹ Use the wrong tenses to write the e-mail
☹ Give reasons	☹ Lack further elaborations
☹ Use correct similes when comparing something similar	☹ Use wrong similes to compare things
☹ Use adjectives to describe the characters’ feelings and adverbs to describe their actions	☹ Lack descriptive words
☹ Use complex sentence structures	☹ Use simple sentence structures