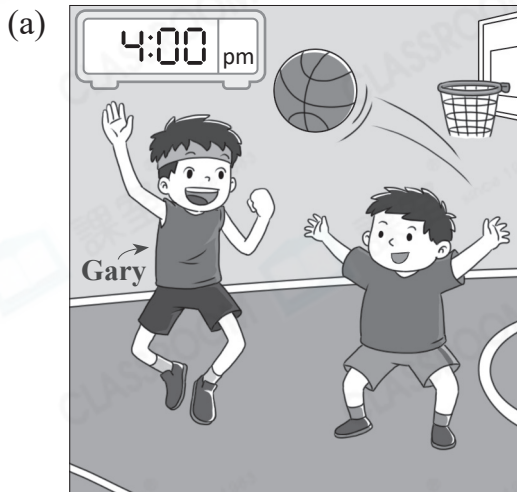


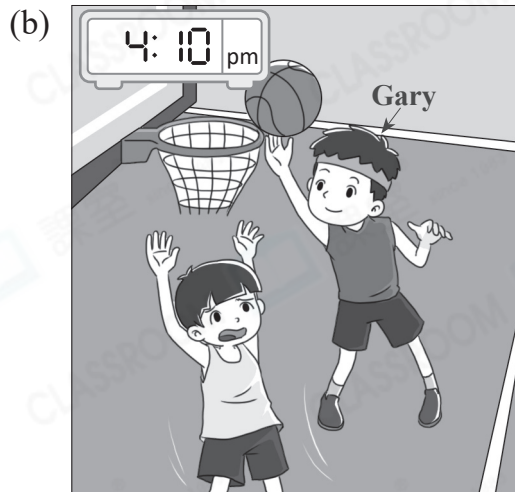
Text type: **E-mail**

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.

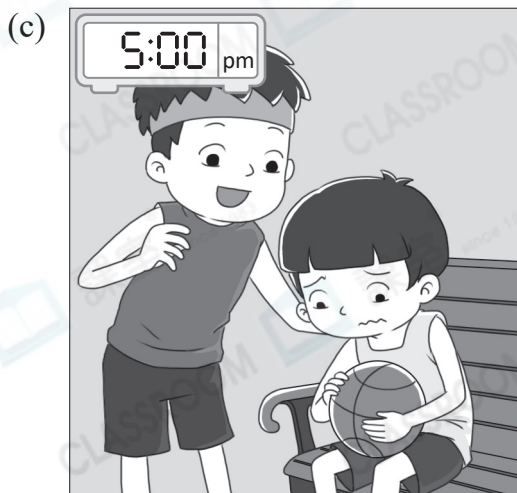
You are Gary. You are writing an e-mail to your friend, Fiona, about your after-school activity last Friday. Based on the pictures below, write an e-mail about what happened. Write at least 80 words.



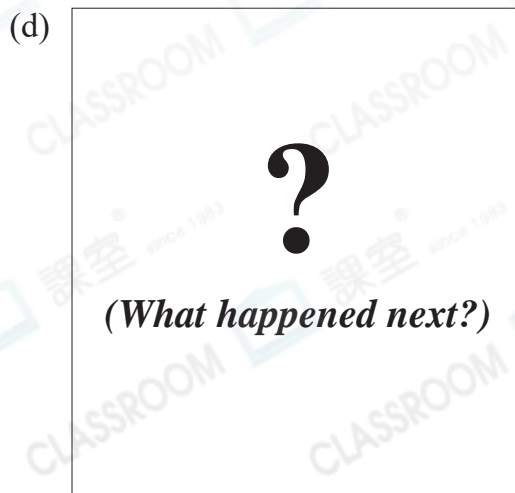
take part / match



defender / score a basket



discouraged / cheer up



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"> • Where were you and your teammates? • What did you and your teammates do? • How did you feel?
<p>(b)</p> 	<ul style="list-style-type: none"> • What did you do? • What was the boy doing? • How did the boy feel?
<p>(c)</p> 	<ul style="list-style-type: none"> • Where were you? • What were you doing? • What happened to the boy? <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: 100px; 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 logical and interesting ending based on the events that happened:</p> <p>I _____ tried to cheer the boy up _____ ...</p> <p>I was _____ glad _____ that _____ he was happy again _____</p> <p>_____</p>

Step 3

Look at the pictures on p.2 and answer the guiding 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? 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? he felt discouraged 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

teammate	go past	basketball hoop	bench
lose	succeed	shoot	skill
basketball court	disappointed	invite	share with

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 to what happened	☹ 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

Suggested Answers:

Sample Writing 1 – Good (for average students)

Dear Fiona,

Last Friday, I took part in an after-school activity. It was a basketball match at our school. The basketball match began at 4 o'clock. My teammates and I were playing well. Soon, I got a chance to shoot. I passed the defender and scored a basket. I was glad that I succeeded! I saw Henry, the defender of our opposing team, look really disappointed.

After the game, I saw Henry sitting on a bench alone. He looked embarrassed because his team lost the game. I cheered him up and invited him to another basketball match. In the end, we became friends. I feel great!

Write back soon.

Best,

Gary

(110 words)

Sample Writing 2 – Excellent (for high achievers)

Dear Fiona,

Last Friday, I took part in an after-school activity. It was a basketball match at our school. The basketball match began at 4 o'clock in the afternoon. My teammates and I were playing well and we had a lot of fun. Soon, I got a chance to shoot. I was very careful so that I could pass the defender and score the basket. I was as happy as a clam when I learnt that I succeeded! However, I noticed that Henry, who was standing under the basketball hoop, looked really disappointed.

After the game, I saw Henry sitting on a bench alone. He looked embarrassed when I walked toward him. He was upset because his team lost the game.

I shared with him some basketball skills and invited him to another basketball match. In the end, I cheered him up and we became friends. It feels great to be nice and helpful!

How was your week? Write back soon.

Best,

Gary

(161 words)