

Look at the email and do the exercises to practise and improve your writing skills.

Preparation

Match the punctuation with the symbols and write a–e next to the number 1–5.

- | | | | |
|--------|------------------|----|---|
| 1..... | question mark | a. | . |
| 2..... | exclamation mark | b. | ! |
| 3..... | full stop | c. | , |
| 4..... | comma | d. | ? |
| 5..... | capital letter | e. | T |

katie97@dsmail.com

To: englishfriends.com.uk

Cc:

Subject: Hi!

Insert: [Attachments](#) [Photos](#) [Videos](#)

Tahoma 10 **B** *I* U █

Hi! How are you?

My name's Katie and I'm 12 years old. I'm from Valletta in Malta. I speak Maltese (the language in Malta) and English. I like **s**wimming, **p**laying football and listening to music. I've got a pet dog, **M**ax.

Do you want to be my **f**riend? Please write soon.

Best wishes

Katie

Send Save Cancel

Top Tips for writing

- Use an exclamation mark (!) at the end of an exclamation or after surprising information.
- Use a capital letter to start a sentence.
- Use a comma (,) in a list.
- Use a full stop (.) to end a sentence.
- Use a question mark (?) at the end of a question.

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- | | | | |
|----|---------------------------------|-------------|--------------|
| 1. | Katie is 14 years old. | <i>True</i> | <i>False</i> |
| 2. | Katie is from Malaysia. | <i>True</i> | <i>False</i> |
| 3. | Katie speaks English. | <i>True</i> | <i>False</i> |
| 4. | Katie speaks two languages. | <i>True</i> | <i>False</i> |
| 5. | Katie likes listening to music. | <i>True</i> | <i>False</i> |
| 6. | Katie has a brother, Max. | <i>True</i> | <i>False</i> |

2. Check your writing: punctuation

Write the correct punctuation mark where you see ____.

1. Hi____ How are you____
2. ____y name's Fran and I'm 13 years old____ ____'m from Basel in Switzerland ____
3. ____ speak German, French and English____
4. ____ like skiing and cycling____
5. ____o you want to be my friend____ Please write soon____
6. ____est wishes

Discussion

How many emails do you send each week?