

Writing 3

Level A2 (Elementary)

Topic: living with other people

How to:.....a. write short messages

b. complete a calendar

Hi, we're the Jacksons.

Malcolm is 'Dad' and he is a Telephone engineer. He's crazy About Manchester United and plays Football every Sunday.

I'm Robbie and I am 12. I love basketball and judo. I also have electric guitar lessons at school.

Mum's called Denise. She works From home and is very busy as a Management consultant. But she also Plays trumpet in the town band on Saturdays!

Little sister is called Helen. She sings in choir and is learning to swim. We've also got a dog called Jet and a rabbit called bubbles.

Who are the Jacksons and their pets?(Dad, Mum, sisters, pets)

a. b. c. d. e. f. (Bubbles rabbit)

A. Leaving messages. Look at an example

1. The Jacksons often leave messages or notes for each other. Here are a few! Who do you think wrote each note? Who is the note to?

a. Denise. At the pool with H. (lesson's changed times). Back at 6.00. M

b. Robbie, Don't forget – feed Jet before basketball!
Dad

c. Gone to the town center. Meet me at the library at 2.00M

d. Helen, Going to the park after Judo –want to come?
Robbie

e. Mum, Gone to Paul's house. Can you pick me up at 4.00? Robbie

a. Written by: Malcolm To: Denise

b. Written by:To.....

c. Written by:To.....

d. Written by:To.....

e. Written by:To.....

2. Look at these statements about messages to your family and friends. Are they true (T) or false (F)?

- a. You don't have to write your full name. T
- b. You must write in complete sentences.
- c. You don't have to write pronouns (e.g. I) and auxiliary verbs (e.g. am)

Plan

3. Match these expressions to the explanations.

- | | |
|---|---|
| a. Do you want to | 1. Asking the reader to do something |
| b. Can you.....? | 2. Inviting the reader to do something |
| c. I'll see you at place at time | 3. Telling the reader when someone will
return meet me |
| d. I've gone to | 4. Telling the reader where to meet |
| e. I'll be back / home before / at / after time
I'll back/ home in 15 minutes. | 5. Telling the reader where someone is |

4. You are staying with the Jacksons as guest. They are out shopping. You want to go out but these things happen. Before you can go out but these things happen. Before you can go out you need to write some notes. Who do you write the different notes to?

- a..... b..... c..... d.....

a. Robbie's friend, Paul, comes to the house. He says he's going swimming at 4.00. He wants Robbie to come. He says he'll wait at the bus stop for Robbie.

b. The light in your room breaks. You want someone to fix it.

c. You decided to have lunch at 1.00 at the pizzeria in town. You want to invite the Jacksons

d. your friends phone and ask you to go to the cinema. The film finishes at 11.00

Write

Write the three notes.

- a. want to go swimming with Paul? Meet him at the bus stop at 4. 00.
- b.....
- c.
- d.

Think of your favorite hobby. Write a note to an English –speaking friend or your teacher inviting them to try your hobby. Include the time and place you should meet.

B Adding notes to a calendar

Look at an example

MARCH						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8 H. swimming 4:30 -5.0se questions0	9	10 R. Guitar Lesson school	11 R. Basketball, Leisure Center 4.00 -6.00	12 H. chair 4:15 -5.00 Town Hall	13 R. Judo 10.00 -11.00 School D. Band 2:30 -4.00 Town Hall

1. Look at one week from the Jackson's calendar. Look at the calendar entry for Thursday 11 March.

- Who is doing something? Robbie
- What are they doing?
- Where are they doing it?
- When are they doing it?

Plan

Read this invitation and answer these questions.

Dear Helen
It is my birthday!
 Please come to my bowling party
 on Saturday 13 from 3:00 -5:00 at
 the leisure center.
 Love
 Sue

- Who is going to the party?
- Where is the party?
- When is the party?

Read this dentist's appointment reminder and answer these questions.

- a. Who is going to see the dentist?
- b. When are they going to see the dentist? Write?

Dental Appointment reminder
Dear Mr Jackson You are due for your dental check –up. An appointment has been made for your on Tuesday 2 march at 5:30 please phone to Confirm your appointment. Yours sincerely Mr I Pullem BDS MFGDP Salford dental Surgery reception@ sdental.co.uk

Think about what you and your family are going to do next week. Add notes to this calendar to remind you.

April						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday