

## EMAIL ABOUT YOU AND A FRIEND

### Before You Write

Read Amanda's email and complete the chart.

To: International Email Club <registration@intemailclub.com>  
 Cc: [amartel@intemailclub.com](mailto:amartel@intemailclub.com)  
 Subject: Hello  
 Hello!  
 I am a new member of the club. My name is Amanda Wilson, but you can call me Mandy.  
 I'm from Boston and I'm married. My friend Andrew is also a member. Andrew's last name is Martel, and his nickname is Andy. He's from Baltimore, but he's in Boston now. He's single.  
 We're in the same English class.  
 Please write to me!  
 Mandy

|        | Nickname | Hometown | Married or single? |
|--------|----------|----------|--------------------|
| Amanda |          |          |                    |
| Andrew |          |          |                    |

### Your First Draft

**A** Complete the chart with information about you and a friend.

|             | Nickname | Hometown | Married or single? |
|-------------|----------|----------|--------------------|
| You         |          |          |                    |
| Your friend |          |          |                    |

**B** Imagine you and your friend are new members of the International Email Club. Write an email to the club. Use Amanda's email above as a model.

**C PAIR WORK** Read your partner's email. Write answers to these questions.

1. What do you like about the email?
2. What information is unclear?
3. What else do you want to know?

### Your Second Draft

Use your partner's answers to revise your email.

| new words |       |          |               |        |
|-----------|-------|----------|---------------|--------|
| draft     | email | hometown | international | second |