

# CONGRATULATIONS EMAIL

## Before You Write

Read the email and complete the word webs.

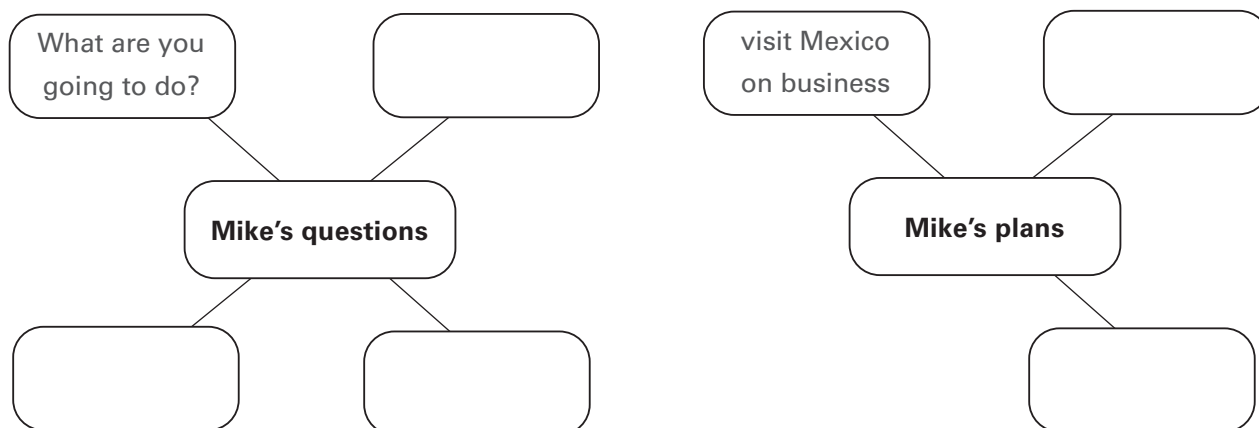
To: liliana@cup.org  
Subject: Congratulations!

Hi Liliana,

I heard you just graduated. Congratulations on getting your degree! What are you going to do now? Do you still want to find a job at a museum? Or do you want to study more?

I'm going to visit Mexico City on business in May. I plan to spend about a week there. Are you going to be around? I'd like to see you. Can you believe I haven't seen you for three years?

All the best,  
Mike



## Your First Draft

**A** Imagine a friend just started a new job. You want to write a congratulations email. Make a word web with questions for your friend. Then make a word web with your plans.

**B** Write a congratulations email. Use the ideas from your word webs and the 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.