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Open



Writing an email about London 2

Imagine you would like to write an email about a future trip to London.
Stell dir vor, du möchtest eine E-Mail über deinen zukünftigen London Trip schreiben.

an example:

email address	pau22@hotmail.com
subject line	My future trip to London
	Hi Paul,
	how are you? I am fine. Did I tell you about my trip to London?
	In August, I am going to travel to London with my family. We are going to stay in a hotel near Buckingham Palace.
	My teacher told me about many famous sights in London. I really want to see the Tower Bridge and the Hyde Park. And I want to take a ride at the London Eye.
	I hope to see you there.
	Love,
	Carol ☺

task: Put the email parts in order. Drag and Drop.

greeting closing your name

What do you plan to do? giving news / what with whom opening



6th Grade Writing Prompts

1. The year is 1700, and you are in charge of starting a colony in the New World. Name your colony, and describe how you would build it. What challenges would you face, and how would you overcome them?
2. You meet a wise man at the top of a mountain, who knows all the answers. He will let you ask him one question. What do you ask?
3. Humans have colonized Mars, and now you are on a space ship traveling to the new Martian settlement. Describe your thoughts about traveling to this new planet. Why are you going? What will you see? Who will you meet?
4. The year is 1880, and your sailing ship has just crashed on a tropical island in the Pacific. How will you survive?
5. You have just found a time machine. What happens next?
6. What is the difference between hearing and listening?
7. Your space ship has been sucked through a black hole and miraculously you have survived the trip to the other side. Describe what you encounter.
8. If you could not longer use a cell phone for an entire year, how would you communicate with people?
9. You're a detective in the 1930s. Write a story about your first case.
10. How did computers affect the world?
11. Invent a new holiday. Describe what you're celebrating and some traditions that go along with the holiday.
12. Name one problem that currently exists in the world. How would you solve it?
13. What is your definition of creativity? How are you creative?
14. Write an autobiographical haiku.
15. Write a plot summary of a story that contains three fictional characters from three separate books by three different authors.
16. Write myth explaining how the world was created.
17. Write a story about a superhero with a ridiculous superpower.
18. You're spending the day with the wizard Merlin. Write down some of the wise lessons he teaches you.
19. The campfire grew out of control...
20. Describe your life if you lived during the Middle Ages.



WRITING A CORPORATE

When we write a corporate email, we have to consider that the person who will read it does not often have a lot of time to reading emails. Thus, you should be concise, clear and to the point.

Dear Helen;	
The president called up this morning and asked about the weekly report. Is it ready yet? If it is, please send me by email.	
Thanks.	
Regards;	
Claudio.	

Notice that, Claudio was very concise and clear about what he wanted from Helen. Yet the message was correctly passed.

SOME COMMON WORKPLACE ABBREVIATIONS

We often use abbreviations for saving time when we are writing an email. It is important to know what they mean, in order to have a better understanding when reading your emails.

ASAP: AS SOON AS POSSIBLE

Message Edit View Options Attach Tools Settings Help	
Send	Compose
Attach	Cut
Copy	Paste
Sign	Encrypt
From:	
To:	Select...
Subject:	
Dear Katherine,	
I'm writing to inquire about the report on the annual sales. Have you finished it yet? Mr. Johnson, the director, needs it ASAP .	
Thank you.	
Albert Simon, Sales Rep at the Voyage.	

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