

Writing Task 1 (10%)

The aim is to learn writing conventions for business, study, and social needs. I have received many e-mails from students, and I've had to reply asking simple questions like "Who are you?"!

Task:

Choose one of the topics, and prepare an e-mail to your teacher. Include three examples of grammar and vocabulary we have studied in class, and underline them. **Submit your work on paper** (handwritten is ok).

- a. Write an e-mail about a holiday you are having. Include ① Where you are, ② what you are doing there, ③ what you plan to do next, ④ any other interesting information.
- b. Write an e-mail about a problem you are having in your studies. Include ① Which class you are in, ② what the problem is, ③ what you have done to try to solve the problem, ④ any other useful information.
- c. Write an e-mail to your boss about a problem you are having. Include ① What the problem is, ② how the problem began, ③ what you have done to try to solve it, ④ any other useful information.

Example:

To: Andrew@winjeel.com

From: Yuki@winjeel.com

Subject: An urgent problem in the lunch room



Photo of kitchen dsc0894.jpg

Hello Andrew,

How are you doing? I know you're busy, but we have a problem in the lunch room here at work. The sink is clogged and water is coming back up into the sink and spilling out onto the floor (see the attached photo). We have towels everywhere trying to stop the water running out onto the carpets. We have tried to unblock it ourselves with a plunger, but the problem seems more serious. Also the toilets don't empty, and so we have to use the toilets in the convenience store across the road. Could you tell us the phone number of the landlord so we can ask him or her to organise a plumber urgently.

Regards,

Yuki Tanaka

Receptionist

Questions:

1. Which task, a, b, or c does the above e-mail answer?
2. Who wrote the e-mail?
3. Who will read the e-mail?
4. Can you find and circle, underline, or highlight information for ①, ②, ③, and ④?
5. How many sentences are there? How many paragraphs are there? And, how many lines are there?
6. How is this different to a mobile phone e-mail?

Do not plagiarise (盗作) from other students, both you and the other student will receive 0/10.