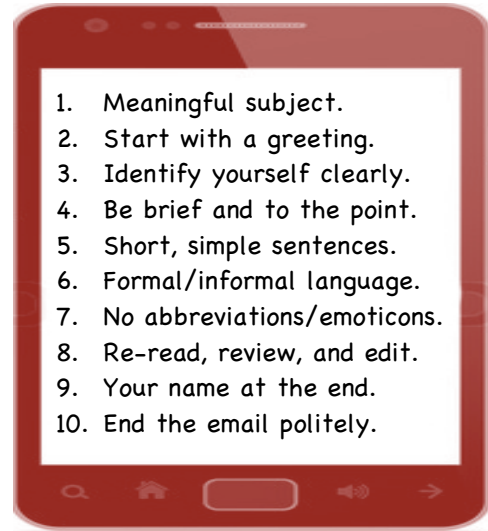
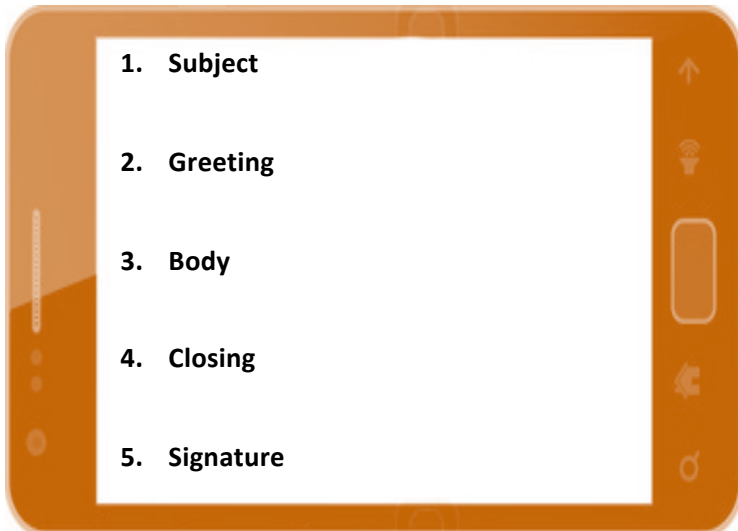


Writing an email to the teacher: First draft

Do you remember writing emails in Book 1, Units 1 and 10? Do you remember the 5 parts of an email and the 10 tips for writing emails? Don't worry. You can find them on this page.

1. By yourself

- Brainstorm what you want to say to the teacher.
- Write the first draft of your email.



An email composition interface with a grey background. The word "First draft" is written in white in the top right corner. The interface includes:

- To: [text input field]
- Subject: [text input field]
- Buttons: Attach a file, Receipt On Read: , Receipt On Delivery: , Cc, Bcc, Signature, Addresses, Save Draft, Send, Check Spelling
- A large white text area with horizontal blue lines for writing the email body.

2. Pairs

- Exchange books with a classmate for peer editing.
- Look at the next page for peer editing topics. A marking code is on page 122.