

Guided Writing

Teacher's Notes

Reading

1 Ask students to read through the text and decide what it is. Elicit a few answers and ask students to give a reason for their answer. See if everyone thought it was b) an email.

Answer

b an email

2 Ask students to read the six statements and decide if each one is true (T) or false (F). Encourage students to discuss their ideas in pairs before reading the email again and checking their answers. Check as a class and ask students to explain their answers.

Answers

1 F (Antonio is)

2 T

3 T

4 F (they're going to leave on Thursday / the wedding is at the weekend)

5 T (she's going to stay at a hotel)

6 F (there are lots of guests)

Language

3 Put students in pairs and ask them to look back at the email and answer the three questions. Monitor and help where necessary. Check the answers as a class.

Answers

1 seven

2 a verb / infinitive without *to* (e.g. *be*, *stay* etc.)

3 by putting *be + not* before *going to*

4 Ask students to look at the language box about prepositions. Give or elicit some examples.

Ask them to cover the email text and then try to complete the rules. Encourage students to discuss their answers in pairs before reading the email again and checking their answers.

Answers

1 on 2 in 3 in 4 at 5 at

5 Ask students to complete the five sentences with the correct preposition in each gap. Monitor, and help where necessary. Check the answers as a class.

Answers

1 in 2 on 3 at 4 in 5 in

Writing

6 Ask students to write a short email to a friend in their notebooks. Encourage them to look at the email from Amber, as well as the checklist. Give students enough time to do the writing. You could also set this part as homework.

Checklist

Below is a quick checklist for you, the teacher, to use when looking at your students' emails.

There is also a quick checklist on the students' page. Ask your students to look at this, read their email and tick (✓) the boxes if they think they have remembered to do / use the different things.

She / He has ...

- used *going to* to talk about future plans and intentions.
- used the correct prepositions.
- described his / her plans for the weekend.
- completed the task (i.e. topic focus).