

EMAIL WITH PLANS FOR VACATION

Before You Write

Read the email and check (✓) the correct boxes.

Dear Fred,

I'm very happy you're going to Los Palos with us for the weekend. We'll probably leave at around 6:00 P.M. on Friday. The trip will be about six hours, so I guess we'll stop for dinner on the way. We're going to rent a small cottage outside Los Palos.

It's very cold at this time of the year, so you'd better bring some warm clothes. And you should bring some good books, too. Los Palos is very quiet, so there's not very much to do!

See you on Friday!

Kate

	Plans	Possible plans	Advice
1. go to Los Palos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. leave at 6:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. stop for dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. rent a cottage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. bring warm clothes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. bring good books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Your First Draft

A Complete the chart with plans, possible plans, and advice for a vacation.

Plans	Possible plans	Advice

B Imagine a friend is going with you on vacation. Write an email describing your plans and giving advice. Use your notes and Kate's email 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.