

NOTE WITH INSTRUCTIONS AND ADVICE

Before You Write

Louisa is going to take care of Elsa's house while Elsa is on vacation. Read Elsa's note. How does she organize the information? Complete the sentences.

Louisa,

Thanks for offering to house-sit for me while I'm on vacation! Here are a few things to remember.

1. Make sure to feed the goldfish every morning. The food is in a small blue box on top of the refrigerator.
2. Remember to leave the keys with the neighbor on Wednesday. My brother is going to fix my printer.
3. Don't forget to water the plants every day.
4. Be sure to shop at the supermarket on Main Street. The smaller stores are very expensive.
5. The nearest bus stop is around the corner on Sixth Avenue. Bus number 24 goes downtown.
6. The neighborhood is safe, but be careful. Don't walk around alone late at night.

Thanks again!

Elsa

Items 1 , , and are about things in the house.

Items , , and are about the neighborhood.

Your First Draft

A Imagine a friend is going to house-sit for you while you're on vacation. What does your friend need to know about the house or apartment and the neighborhood? Complete the chart.

| About the house/apartment | About the neighborhood |
|---------------------------|------------------------|
| | |
| | |
| | |

B Write a note to your friend. Use your chart and Elsa's note as a model.

C PAIR WORK Read your partner's note. Write answers to these questions.

1. What do you like about the note?
2. What information is unclear?
3. What else do you want to know?

Your Second Draft

Use your partner's answers to revise your note.