

# Writing an Email to a Friend

## Task

Write an email to a friend who wants to visit you.  
Answer your friend's questions. (100–150 words)

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## Questions to Answer

- When should I come and visit you?
  - What will the weather be like then?
  - What clothes should I bring?
  - How should I get there?
  - Is there anything I should do before I come?
  - What things can we do together while I'm there?
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## Useful Language

- I think the best time to visit is...
  - The weather will be...
  - You should bring...
  - The easiest way to get here is...
  - Before you come, please...
  - While you're here, we can...
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## Example Email

Hi Alex,

I'm really happy that you want to visit me! I think the best time for you to come is in late May or early June because I won't be very busy then. The weather is usually warm and sunny, around 22–25°C, so it's perfect for going out.

You should bring light clothes like T-shirts, jeans, and comfortable shoes. It can be a bit cool in the evening, so don't forget a light jacket.

The easiest way to get here is by train. When you arrive at the station, I can pick you up. Before you come, please book your ticket early and let me know your arrival time.

While you're here, we can visit the city centre, go to a local café, and take a walk in the park. At the weekend, we could also see a movie or go shopping together.

I'm really looking forward to seeing you!

Best wishes,  
Sam

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### **Your Turn!**

Write your own email to a friend who wants to visit you. Remember to answer all the questions above.