

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)

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?

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...

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

Your Turn!

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