WRITING AN INFORMAL LETTER

Practice for the BAC exam

1. ***Read the letter below and match the paragraphs with the parts of the letter in the table below:***
2. Dear Mary,
3. I’m sorry I haven’t written to you so long, but here in this camp I have been really busy with all the activities that the teachers organized. I can’t believe that one week has already passed.
4. You can’t even imagine how exciting it is to be here. We wake up at 7 o’clock every day and we get ready for breakfast. After breakfast we have different activities. We always do something exciting. Imagine that yesterday we went on a trip in the forest where we had to collect different plants with the help of a written guide. There was a very strong competition among the groups. My team managed to win the second prize, which was really unbelievable.
5. We also have sports days when we have to do different sports in different teams. One day we played cricket and another day we went kayaking. It was great fun. I wish you could also be here. Write to me about your summer holiday adventures. (D)
6. Bye,

Margaret

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| 1. ***Signing off*** | ***Paragraph A*** |
| 1. ***Greeting*** | ***Paragraph B*** |
| 1. ***Give details about the camp*** | ***Paragraph C*** |
| 1. ***Give more details about the camp and ask the reader to write back*** | ***Paragraph D*** |
| 1. ***Give the reason for writing*** | ***Paragraph E*** |

1. ***The paragraphs of the letter have been jumbled. Put them in the correct order:***
2. Hi Lucas,
3. My family is great. My mom works in the hospital as a nurse and my dad is an engineer. They are both quite busy, but we always manage to spend the weekends together.
4. See you soon.

John

1. What I really like doing in my free time is playing football and listening to music. I play in the school’s football team and we often go to different competitions. I can also spend a lot of time on listening to music. I like many singers and bands but my favourite is the One Republic. Are you also a fan of them?
2. How are you? I’m John your new penpal. My teacher gave me your profile.
3. Well, that’s all from now. Write soon. I’m keen on finding out more about you.

***The order of the letter:***

1. ***– Paragraph…………….***
2. ***– Paragraph ……………***
3. ***– Paragraph ……………***
4. ***– Paragraph ……………***
5. ***– Paragraph ……………***
6. ***– Paragraph ……………***
7. ***Write a letter to a friend about how you usually spend your free time. Include information about your hobby, the equipment that it requires and how much time you spend on it. Write 100 – 120 words.***

Key:

1. The paragraphs match the following parts of the letter:
   1. Signing off - Paragraph E
   2. Greeting - Paragraph A
   3. Give details about the camp. - Paragraph C
   4. Give more details about the camp and ask the reader to write back - Paragraph D
   5. Give the reason for writing - Paragraph B
2. The correct order of the letter is:
3. – Paragraph A
4. – Paragraph E
5. – Paragraph B
6. – Paragraph D
7. – Paragraph F
8. – Paragraph C