



5.7 WRITING Notes, making a request

I can write notes and make requests.

- 1 **CLASS VOTE** How do you and your friends usually send messages to each other? How long does it usually take you to reply?

**a text message an email a postcard
an instant message a message on paper
a message on Facebook or social media**

- 2 Read the messages. What types of messages are they?

Hey Thkq 4 your help on Saturday. I had a gr8 time at the race but it was fast! Glad I trained 4 it. Left my trainers in the changing rooms :(Would u mind keeping them at your house? If it's OK with u, I'll pick them up at the weekend. Skye

GROUP CHAT



Hi,

Just a quick note to thank you all for competing on Saturday. More than 200 runners entered the race and we think everybody enjoyed themselves. We're now planning another race, which will take place in Northfield Park next month. Details will be on our website soon.

I've also got some great photos of the event. If you'd like a photo of you with your medal, could you please email me before June 30?

All the best,

Dan

2 mins ...

- 3 Read the messages again and answer the questions. Underline where in the messages you found your answers.
- 1 What does Dan want the runners to do?
 - 2 What does Skye want Dan to do?
- 4 Read the sentences and put them in the correct order.
- 1 Skye asks Dan to do something.
 - 2 Skye introduces the topic of the race.
 - 3 Skye thanks Dan.



- 5 Study the Writing box. Find the phrases from the Writing box in the texts in Exercise 2.

Writing Notes, making a request

Greeting

Hi ... / Hi, there / Hiya / Hey ...

Thank the other person

Thanks for your note/message/present ...
Thanks for inviting me/writing/sending/coming ...
Just a quick note to thank you for ...

Introduce the topic

I had a great time at the race, although ...
I really enjoyed meeting the ...

Making a request

If you'd like ..., could you please ... ?
Would you mind ... ?
If it's OK with you, could we ... ?
Would it be possible to ... ?
Let me know if that's OK.

Ending

Bye! / Cheers! / All the best. / See you later.

- 6 Match phrases 1–5 with phrases a–e to make requests and write them in your notebook.
- 1 If you'd like to join the kayak club,
 - 2 Would you mind
 - 3 If it's OK with you,
 - 4 Would it be possible
 - 5 I could start at 8 p.m.
- a could we meet at the tennis club at 7 p.m.?
 - b Let me know if that's OK.
 - c to train on Friday instead of Tuesday?
 - d helping with the sports day?
 - e please email us with your name and address.

- 7 You were a runner at the Wild Run. Write a note to Dan. Follow the instructions below:

- 1 thank him for his message
- 2 describe what you did at the race
- 3 ask Dan to do something for you

