

II. After filling the above parts into the correct format, read the email again and state whether these statements are true(T) or false(F).

- a. Uma is studying in a university.
- b. Pathum has faced the interview successfully.
- c. Uma's father didn't want her to do a job at first.
- d. Uma is going to call Pathum on Monday.

III. Discuss the answers to the following questions with your friends.

- a. What salutation or greeting does the letter start with?
- b. What are the other ways to write the salutation?
- c. What are the emoticons used in this email? What do they mean?
- d. What is the initialism used here? What does it mean?
- e. Is this a formal email or an informal email? Give reasons for your answer.

IV. Now write a short email to one of your friends telling about a trip you went. Include the following.

- Where and when you went.
- The places you visited.
- The things you did.
- How you feel about the trip.

5. External resources:

- e nenapiyasa
- Textbook
- Webpages- <https://learnenglishteens.britishcouncil.org/skills/writing/upper-intermediate-b2-writing/informal-email>
- Youtube-
<https://youtu.be/llqPvcciKEM>
<https://youtu.be/rv7QvdvMAY>
- Books/magazines

6. Outcomes of the lesson:

- Arranges the parts of an email into the correct order.
- States the accuracy of a given set of statements.
- Discusses answers with peers.
- Writes an email to a friend.