



Arts, Music and Entertainment

Informal email: going to an outdoor concert

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a live performance memorable?
2. What problems can happen at an outdoor event?
3. Which performer would you like to see with a friend? Why?

Exercise 5 at a glance

Write an informal email to a friend.

Cover all the prompts.

Develop ideas with details and reactions.

Use relaxed, natural language.

Make the email flow naturally.

2. Exam-style task

You recently went to an outdoor concert. You enjoyed it, but there was a problem before the show.

Write an email to a friend about it.

In your email you should:

- say what you enjoyed about the concert
- describe the problem before the show
- suggest going to another event with your friend

Write about 120 to 160 words.

3. Model email

Subject: That outdoor concert was brilliant!

Hi Ruby,

How's everything? How did your school play go in the end? I hope nobody forgot their lines! Anyway, I went to an outdoor concert on Friday, and the main band was absolutely brilliant.

They played all their best-known songs, so nearly everyone sang along. My favourite moment was when the singer came down from the stage and spoke to the crowd. We were close enough to see everything, which made the evening feel really special.

Getting inside was a bit of a nightmare, though. My ticket app had stopped working just before we reached the gate, and the staff wouldn't let me in until I found the confirmation email. Luckily, it finally loaded, although we missed the first song.

Anyway, another music festival is coming up in August. We could book tickets early and go together if you're interested. It might rain, but I reckon it would still be worth the wait!

Write back soon,

Maya

P.S. Next time, I am taking a screenshot of every ticket.

4. Explore the model: structure, content and tone

Work with the model email. You do not need to copy long answers. Underline, label or make short notes.

Focus	What to find	Done?
Email structure	Find the subject line, greeting, opening chat, main message, plan and sign-off.	
Content point 1	Where does the writer say what they enjoyed about the concert?	
Content point 2	Where does the writer mention a problem before the show?	
Content point 3	Where does the writer suggest going to another event together?	
Informal audience	Find two places where the email sounds friendly or relaxed, such as a contraction, exclamation mark or chatty phrase.	
Development	Find one extra detail, reason or reaction that improves the answer.	

5. Language from the prompts

The prompts can guide your grammar choices. Notice which language each prompt naturally needs.

Prompt	Useful grammar	Why it fits	Example from the model
what the writer enjoyed	past simple + when	The writer describes a favourite moment during the concert.	My favourite moment... / when the singer came...
the problem before the show	past perfect + until	The writer explains an earlier problem and how long it continued.	had stopped working / until I found...
the suggestion for another event	could / might / would	The writer suggests and considers a future event.	We could book tickets... / It might rain / it would still be...

6. Make it flow

Read the informal linking phrases. Underline one you could use for each purpose.

Job	Useful informal linkers
move into the topic	Anyway, / I went to... / absolutely brilliant
add detail or reaction	My favourite moment was... / when... / which made...
introduce a problem	Getting inside was... / just before... / Luckily, / although...
make a plan	Anyway, another... / We could... / if you're interested / but I reckon...

7. Vocabulary and useful phrases

Use chunks that sound natural for this task. You can also upgrade your writing with precise words and phrases.

Purpose	Useful chunks / language	Add your own
describe the concert	main band / best-known songs / sang along / spoke to the crowd	
describe a problem	ticket app / stopped working / let me in / confirmation email	
sound informal	How's everything? / a bit of a nightmare / I reckon / worth the wait	
make a plan	coming up in August / book tickets early / go together / if you're interested	
upgrade with adverbs	absolutely / nearly / really / luckily / finally	

8. Plan your own email

Use the same task, or change the concert to another live performance or entertainment event.

Prompt	My idea	Useful language	Link to next part
what I enjoyed			
problem before the show			
another event together			
opening / ending			

