



## Digital Life and Technology

Informal email: trying a new study app

### 1. Lead-in discussion

Talk with a partner before you write.

1. Which apps actually help students, and which just waste time?
2. What can go wrong when you try new technology?
3. Would you rather revise with an app or 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 have recently tried a new study app. You found it useful, but you had a small problem while using it.

Write an email to a friend about it.

In your email you should:

- say what the app helped you do
- describe the problem you had while using it
- suggest a plan to use the app together

Write about 120 to 160 words.

### 3. Model email

**Subject: This app actually helped!**

Hi Sam,

How's it going? Last time we spoke you said you were snowed under with revision - did you manage to catch up? Anyway, I've finally tried StudySprint, the app everyone has been going on about, and I thought you'd want to hear how it went!

The best thing was that it broke my science revision into tiny tasks, so I didn't put everything off until the last minute. I also liked the reminder feature, which kept popping up just when I was about to scroll through videos instead of working.

The only annoying bit was signing in. I typed the wrong email twice and got locked out for ten minutes. Luckily, I sorted it out after resetting the password, so it wasn't a total nightmare, just a bit embarrassing.

Anyway, we should try a shared quiz on Friday if you're free. We could test each other before the mock exam and see if it actually helps.

Write back soon,

Maya

P.S. Remind me not to forget my password again!

## 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 the app helped them do?	
Content point 2	Where does the writer mention a problem while using the app?	
Content point 3	Where does the writer suggest using the app 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 app helped the writer do	present perfect + relative clause	The writer introduces a recent experience and adds detail about a useful feature.	I've finally tried... / which kept popping up...
the problem with using the app	past simple + result language	The writer describes the problem and how it was solved.	typed the wrong email / got locked out / sorted it out
the plan to use it together	should / could + if	The writer suggests a relaxed plan with a friend.	We should try... / if you're free / We could test...

## 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, / Anyhow, / I've finally tried... / I thought you'd want to hear...
add detail or reaction	The best thing was... / I also liked... / just when... / instead of...
introduce a problem	The only annoying bit was... / Luckily, / so it wasn't... / just a bit embarrassing
make a plan	Anyway, we should... / if you're free / We could... / see if it actually helps

## 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 app	StudySprint / reminder feature / shared quiz / mock exam	
describe a problem	signing in / wrong email / got locked out / resetting the password	
sound informal	How's it going? / snowed under / catch up / going on about / total nightmare	
make a plan	if you're free / test each other / before the mock exam	
upgrade with adverbs	finally / actually / luckily / twice / instead	

## 8. Plan your own email

Use the same task, or change the details to a similar situation about a study app.

Prompt	My idea	Useful language	Link to next part
how the app helped			
problem with the app			
plan with my friend			
opening / ending			

