



Education and School Life

Informal email: joining a school club

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a school club worth joining?
2. Why can joining a new club feel difficult?
3. Which school club would you recommend to 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 joined a new school club. You enjoyed it, but one part was difficult.

Write an email to a friend about it.

In your email you should:

- say what you liked about the club
- explain what was difficult
- invite your friend to come next time

Write about 120 to 160 words.

3. Model email

Subject: I finally joined the debate club!

Hi Ben,

How's it going? Did your science presentation go smoothly, or did the projector let you down again?

Anyway, I finally signed up for the debate club yesterday, and it was much better than I expected!

The best part was working in a small team because everyone listened properly and built on each other's ideas. I also liked hearing the older students speak, which made it easier for me to speak up without feeling completely out of my depth.

The difficult bit was answering questions at the end. When someone asked me something unexpected, my mind went blank and I forgot my example. Luckily, an older student backed me up, so I got through it without too much drama.

Anyway, you should come with me next Wednesday if you're free. We could team up, and I promise you won't have to speak first!

Write back soon,

Maya

P.S. At this rate, I might become annoyingly confident by next week.

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 liked about the club?	
Content point 2	Where does the writer mention what was difficult?	
Content point 3	Where does the writer invite their friend to come next time?	
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 liked	past simple + because	The writer describes the club and gives a reason for liking it.	The best part was... / everyone listened
what was difficult	when + past simple	The writer explains the difficult moment clearly.	When someone asked... / my mind went blank
the invitation to a friend	should / could + promise	The writer invites and reassures a friend.	you should come... / We could team up... / I promise you won't...

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 finally signed up... / it was much better than...
add detail or reaction	The best part was... / I also liked... / which made it easier...
introduce a problem	The difficult bit was... / When someone asked... / Luckily, / so I got through it
make a plan	Anyway, you should... / if you're free / We could team up... / I promise...

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 club	debate club / small team / older students / speak up	
describe a problem	something unexpected / mind went blank / forgot my example / backed me up	
sound informal	How's it going? / let you down / out of my depth / too much drama	
make a plan	come with me / if you're free / team up / next Wednesday	
upgrade with adverbs	finally / properly / completely / luckily / annoyingly	

8. Plan your own email

Use the same task, or change the club to another school activity.

Prompt	My idea	Useful language	Link to next part
what I liked			
what was difficult			
invitation to my friend			
opening / ending			

