



## Environment and Conservation

Informal email: taking part in a beach clean-up

### 1. Lead-in discussion

Talk with a partner before you write.

1. What environmental activities can students take part in?
2. What might be difficult about a clean-up event?
3. Would you join an environmental project with friends? 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 an environmental clean-up. You felt it was useful, but one part was difficult.

Write an email to a friend about it.

In your email you should:

- say what you did to help
- describe what was difficult
- suggest joining another environmental activity together

Write about 120 to 160 words.

### 3. Model email

**Subject: The beach clean-up was worth it!**

Hi Jaya,

How are things? Did your class ever sort out that recycling project, or did everyone lose interest? Anyway, I joined the beach clean-up on Saturday, and it was worth every minute!

Our group picked up plastic bottles, snack wrappers and bits of fishing line from between the rocks. We filled six large bags before lunch, and it felt good to see the difference. Honestly, if everyone did one small thing like that, the beach would look so much better.

The difficult part was the heat. We ran out of water halfway through, so I started feeling dizzy and had to sit down in the shade. Luckily, one volunteer had extra bottles, and I soon cooled down enough to carry on.

Anyway, there's going to be a tree-planting morning next month. We should sign up together if you're free; I promise I'll bring more water this time!

Write back soon,

Maya

P.S. Old trainers are definitely the way to go.

## 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 did to help?	
Content point 2	Where does the writer mention what was difficult?	
Content point 3	Where does the writer suggest another activity 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 did to help	past simple + quantity	The writer describes completed work and adds a useful detail.	Our group picked up... / We filled six large bags...
what was difficult	past simple + so	The writer explains the problem and its result.	We ran out of water / so I started feeling...
the plan for another activity	future form + should	The writer introduces and suggests a future activity.	there's going to be... / We should sign up...

## 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 joined... / it was worth every minute
add detail or reaction	Our group picked up... / before lunch / Honestly, if...
introduce a problem	The difficult part was... / so... / Luckily, / cooled down enough...
make a plan	Anyway, there's going to be... / We should sign up... / if you're free / 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 clean-up	beach clean-up / plastic bottles / fishing line / large bags	
describe a problem	ran out of water / halfway through / feeling dizzy / sit down in the shade	
sound informal	How are things? / sort out / worth every minute / carry on	
make a plan	tree-planting / sign up together / if you're free / next month	
upgrade with adverbs	honestly / halfway / luckily / soon / definitely	

## 8. Plan your own email

Use the same task, or change the clean-up to another environmental activity.

Prompt	My idea	Useful language	Link to next part
what I did to help			
what was difficult			
next activity together			
opening / ending			

