



## Future Plans and Ambitions

Informal email: attending a careers workshop

### 1. Lead-in discussion

Talk with a partner before you write.

1. What can help teenagers choose a future career?
2. Which skills would you like to develop?
3. How can friends support each other's ambitions?

#### 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 attended a careers workshop. You learned something useful and began making a new plan.

Write an email to a friend about it.

In your email you should:

- say what you learned
- explain how your plans have changed
- suggest preparing for the future with your friend

Write about 120 to 160 words.

### 3. Model email

**Subject: That careers workshop gave me an idea!**

Hi Nina,

How are things? Have you decided which subjects to take next year, or are you still going round in circles? Anyway, I went to a careers workshop on Saturday, and it gave me a completely new idea.

A graphic designer explained that employers look for people who can solve problems as well as use design software. We tried a short logo challenge, and I realised how much I enjoy turning a rough idea into something clear and eye-catching.

Until now, I had planned to study business, but I am now thinking of combining it with digital design. I have already looked up two college courses, and next week I am going to speak to our art teacher about building a portfolio.

Why don't we work on our plans together? We could compare courses and practise explaining our strengths before the school careers interviews. It might help us stop going round in circles!

Write back soon,

Sergio

P.S. You are still not allowed to redesign my entire wardrobe.

## 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 learned?	
Content point 2	Where does the writer explain how their plans changed?	
Content point 3	Where does the writer suggest preparing with their friend?	
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 learned	reported idea + who	The writer reports useful information and describes people.	explained that... / people who can solve...
how the plans changed	past perfect + present perfect	The writer contrasts an old plan with recent action.	I had planned to... / already looked up...
preparing together	going to / could / might	The writer states and suggests future action.	I am going to speak... / We could compare... / It might help us...

## 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... / gave me a new idea
add detail or reaction	A designer explained... / as well as... / and I realised...
introduce a problem	Until now, / but I am now... / I have already... / next week...
make a plan	Why don't we...? / We could compare... / before... / It might help...

## 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 workshop	careers workshop / graphic designer / logo challenge / design software	
describe an ambition	combine subjects / college courses / build a portfolio / explain strengths	
sound informal	How are things? / going round in circles / Why don't we...? / looked up	
make a plan	speak to a teacher / compare courses / work together / next week	
upgrade with adverbs	completely / already / together / still / entirely	

## 8. Plan your own email

Use the same task, or change the workshop and the future plan it inspired.

Prompt	My idea	Useful language	Link to next part
what I learned			
how my plan changed			
prepare with my friend			
opening / ending			

