



Global Issues

Informal email: helping at a school charity event

1. Lead-in discussion

Talk with a partner before you write.

1. Which global causes are important to young people?
2. How can a school event raise money or awareness?
3. What problems might organisers have to solve?

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

Your school recently held an event to support an international charity. The event was successful, although there was a problem.

Write an email to a friend about it.

In your email you should:

- explain how you helped
- describe the problem and how it was solved
- persuade your friend to help at the next event

Write about 120 to 160 words.

3. Model email

Subject: Our charity event nearly sold out!

Hi Aisha,

How are things? Did your sponsored run go smoothly, or did the rain ruin it? Anyway, our school held a food fair for a clean-water charity on Saturday, and we raised much more than expected.

I helped set up the stalls and sold homemade cakes with my class. By lunchtime, we had already run out of brownies, which was a brilliant sign. I also explained how the charity provides safe water, so visitors knew what their money would support.

The main problem was that two volunteers called in sick. We were rushed off our feet at first, but some older students stepped in and took over the drinks stall. Once they arrived, everything ran much more smoothly.

We're planning another event next term, and you really ought to help out. You could run a game or bring some of your amazing biscuits. Come on, it is for a good cause, and we would have a laugh too!

Write back soon,

Cindy

P.S. I may need to test those biscuits beforehand.

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 explain how they helped?	
Content point 2	Where does the writer describe a problem and its solution?	
Content point 3	Where does the writer persuade their friend to help 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
how the writer helped	past simple + how	The writer describes completed work and explains its purpose.	I helped set up... / I also explained how...
the problem and solution	past perfect + once	The writer sequences the shortage and the solution.	we had already run out / Once they arrived...
persuading a friend to help	ought to / could	The writer persuades a friend and offers choices.	you really ought to... / You could run a game...

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, / our school held... / much more than expected
add detail or reaction	I helped set up... / By lunchtime, / I also explained...
introduce a problem	The main problem was... / at first / but some students... / Once they arrived...
make a plan	We're planning... / you really ought to... / You could... / Come on,

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 event	food fair / clean-water charity / homemade cakes / raise money	
describe a problem	called in sick / rushed off our feet / stepped in / took over	
sound informal	How are things? / Come on, / have a laugh / amazing biscuits	
persuade a friend	ought to help out / run a game / for a good cause / next term	
upgrade with adverbs	already / exactly / really / smoothly / beforehand	

8. Plan your own email

Use the same task, or change the charity event and the cause it supports.

Prompt	My idea	Useful language	Link to next part
how I helped			
problem and solution			
persuade my friend			
opening / ending			

