



Home and Local Area

Informal email: changes in your neighbourhood

1. Lead-in discussion

Talk with a partner before you write.

1. What changes can improve a neighbourhood?
2. How can building work cause problems for local people?
3. Which place near your home would you show 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

There have recently been changes in your local area. You like one change, but another has caused a problem.

Write an email to a friend about it.

In your email you should:

- describe a change you like
- explain a problem caused by another change
- suggest showing your friend around

Write about 120 to 160 words.

3. Model email

Subject: Our neighbourhood looks different now

Hi Tom,

How's it going? Did you ever sort out that noisy neighbour problem, or are they still keeping you awake?

Anyway, you haven't been to my area for ages, and it looks completely different now!

They've opened a small park next to the library, which is much nicer than the empty car park that used to be there. It has benches, young trees and a basketball area, so it feels like a breath of fresh air after school.

The annoying thing is the roadworks outside the shops. Because the pavement is blocked, everyone has to squeeze past the buses, and it gets pretty chaotic in the afternoon. The work is taking ages, but hopefully it will be finished soon.

Anyway, you should come over one weekend if you're free. I could show you around the park, and then we can grab some snacks from the bakery nearby.

Write back soon,

Poon

P.S. The bakery is still the best part of this area.

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 describe a change they like?	
Content point 2	Where does the writer mention a problem caused by another change?	
Content point 3	Where does the writer suggest showing their friend around?	
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
a change the writer liked	present perfect	The writer describes a recent change with a result now.	They've opened... / It has benches...
a problem caused by a change	because + result	The writer explains the cause and effect of the problem.	pavement is blocked / it gets pretty chaotic
the suggestion to visit	should / could + if	The writer suggests a friendly visit.	you should come over... / if you're free / I could show you...

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, / you haven't been... / it looks different now
add detail or reaction	They've opened... / which is much nicer... / so it feels like...
introduce a problem	The annoying thing is... / Because... / and... / but hopefully...
make a plan	Anyway, you should... / if you're free / I could show you... / and then...

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 area	neighbourhood / small park / young trees / basketball area	
describe a problem	roadworks / pavement is blocked / squeeze past / pretty chaotic	
sound informal	How's it going? / sort out / for ages / breath of fresh air	
make a plan	come over / show you around / grab some snacks / one weekend	
upgrade with adverbs	completely / much / pretty / hopefully / nearby	

8. Plan your own email

Use the same task, or change the details to another local improvement.

Prompt	My idea	Useful language	Link to next part
change I liked			
problem in the area			
plan with my friend			
opening / ending			

