



Lifestyle and Daily Routines

Informal email: changing your morning routine

1. Lead-in discussion

Talk with a partner before you write.

1. What helps you start the day well?
2. Which daily habits are hard to change?
3. Would you try a new routine with 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 have recently changed your morning routine. Some parts helped you, but one part was difficult at first.

Write an email to a friend about it.

In your email you should:

- explain what you changed and why
- describe what was difficult at first
- suggest trying one part of the routine together

Write about 120 to 160 words.

3. Model email

Subject: My new morning routine is strange but good

Hi Lina,

How's everything? Did you manage to finish that history project, or are you still buried in notes? Anyway, I've finally changed my morning routine, and I thought you'd laugh at how serious I'm being about it!

I've started getting up twenty minutes earlier so I can have breakfast properly and look over my notes before school. It sounds tiny, but it has made me feel less rushed, and I'm definitely more awake in the first lesson.

At first, getting out of bed was awful because I kept hitting snooze. I nearly gave up after two days, but I put my phone across the room, so now I actually have to get up to turn it off.

Anyway, we could try a short walk before school next week if you fancy it. It might wake us both up before English, which would be a miracle.

Write back soon,

Chelsy

P.S. If I start becoming too organised, please worry.

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 what they changed and why?	
Content point 2	Where does the writer mention what was difficult at first?	
Content point 3	Where does the writer suggest trying part of the routine 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 changed and why	present perfect	The writer describes a recent change with a result now.	I've started... / it has made me feel...
what was difficult at first	gerunds as subjects	The writer talks naturally about habits.	getting out of bed... / kept hitting snooze
the plan to try part of the routine together	could / might + if	The writer makes a light, friendly suggestion.	we could try... / if you fancy it / It might...

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've finally changed... / I thought you'd laugh...
add detail or reaction	I've started... / It sounds tiny, but... / it has made me feel...
introduce a problem	At first, / because... / I nearly gave up... / but... / so now...
make a plan	Anyway, we could... / if you fancy it / It might... / which would be a miracle

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 routine	morning routine / breakfast properly / look over my notes / less rushed	
describe a problem	hitting snooze / nearly gave up / phone across the room / turn it off	
sound informal	How's everything? / buried in notes / you'd laugh / a miracle	
make a plan	short walk / if you fancy it / wake us both up	
upgrade with adverbs	finally / properly / definitely / nearly / actually	

8. Plan your own email

Use the same task, or change the details to a similar situation about a morning routine.

Prompt	My idea	Useful language	Link to next part
my new routine			
what was difficult			
plan with my friend			
opening / ending			

