



Media and Communication

Informal email: recording a school podcast

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a podcast interesting to listen to?
2. What can go wrong during a recording?
3. Who would you like to interview 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 recently helped to record a school podcast. You enjoyed it, but there was a problem during the recording.

Write an email to a friend about it.

In your email you should:

- say what you enjoyed about making the podcast
- describe the problem during the recording
- invite your friend to help with the next episode

Write about 120 to 160 words.

3. Model email

Subject: Our first podcast is finally finished!

Hi Soraieb,

How's it going? Did you finish that history presentation, or are you still buried under a mountain of notes?

Anyway, our first school podcast is finally finished, and making it was much more fun than I expected!

I interviewed a former student who now works as a sports reporter. She told us that she had started by writing match reports for the school website. I loved asking the questions because she was easy to talk to and gave us loads of useful advice.

The only problem was the noise outside. We were discussing her first live interview when the fire alarm suddenly went off, so we had to stop recording and start that section again. Luckily, nobody lost their place, although it completely threw me off for a minute.

We're going to record another episode next month. You should join us if you're free; you could sort out the music or even have a go at presenting!

Write back soon,

Khaohom

P.S. Hearing my own voice still makes me cringe.

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 enjoyed about making the podcast?	
Content point 2	Where does the writer mention a problem during the recording?	
Content point 3	Where does the writer invite 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
what the writer enjoyed	reported speech	The writer reports information from the interview.	She told us that... / she had started by...
the problem while recording	past continuous + when	The writer shows an action interrupted by a problem.	We were discussing... / when the fire alarm...
the invitation to help next time	going to + could	The writer introduces a future plan and offers choices.	We're going to record... / you could sort out...

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 first podcast... / more fun than I expected
add detail or reaction	I loved asking... / because... / and gave us...
introduce a problem	The only problem was... / when... / so we had to... / Luckily,
make a plan	We're going to... / if you're free / you could sort out... / or even...

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 a podcast	school podcast / sports reporter / ask the questions / next episode	
describe a problem	noise outside / fire alarm went off / stop recording / start again	
sound informal	How's it going? / loads of advice / threw me off / have a go	
make a plan	next month / join us / sort out the music / try presenting	
upgrade with adverbs	finally / suddenly / luckily / completely / even	

8. Plan your own email

Use the same task, or change the podcast to another media or communication project.

Prompt	My idea	Useful language	Link to next part
what I enjoyed			
problem while recording			
invitation to my friend			
opening / ending			

