



## People and Achievement

Informal email: meeting an inspiring person

### 1. Lead-in discussion

Talk with a partner before you write.

1. What qualities make someone inspiring?
2. What would you ask a successful person?
3. How can another person's advice help us achieve a goal?

#### 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 met someone whose achievements inspired you.

Write an email to a friend about it.

In your email you should:

- explain who you met and what they achieved
- say what you learned from them
- suggest an activity that could help you and your friend achieve a goal

Write about 120 to 160 words.

### 3. Model email

**Subject: I met someone seriously inspiring!**

Hi Eric,

How are things? Did your photography competition go well, or are you still waiting for the results? Anyway, a young documentary maker visited our school yesterday, and I came away feeling seriously inspired.

Her name is Nadia Karim, and she has made films about communities affected by floods. She showed us how one short film had helped a village raise money for a new bridge. What impressed me most was that she had taught herself to edit videos while she was still at school.

She said that success rarely happens overnight and told us to keep working when an idea does not turn out perfectly. That really struck a chord with me because I usually give up too quickly if my first attempt goes wrong.

We could enter the school's short-film challenge together next term. If we start planning now, we might actually finish something we're proud of, and Nadia's advice could keep us on track.

Write back soon,

Austin

P.S. You can choose the music, because my playlists are hopeless.

## 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 who they met and what the person achieved?	
Content point 2	Where does the writer say what they learned?	
Content point 3	Where does the writer suggest an activity to help achieve a goal?	
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
the person and their achievement	present perfect + past perfect	The writer links a current achievement with an earlier result.	she has made films / had helped a village...
what the writer learned	reported advice	The writer explains the lesson in the person's own terms.	She said that... / told us to keep working
an activity to achieve a goal	could / might + if	The writer suggests a realistic shared goal.	We could enter... / If we start planning... / we might actually finish

## 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, / visited our school... / came away feeling...
add detail or reaction	What impressed me most... / while she was... / She showed us...
introduce a challenge	She said that... / That really struck... / because... / if my first attempt...
make a plan	We could enter... / If we start... / we might actually... / keep us on track

## 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 achievement	documentary maker / affected by floods / raise money / taught herself	
describe learning	success rarely happens / keep working / first attempt / goes wrong	
sound informal	How are things? / came away / struck a chord / give up	
make a plan	enter the challenge / next term / start planning / keep us on track	
upgrade with adverbs	seriously / rarely / really / usually / actually	

## 8. Plan your own email

Use the same task, or choose another person whose achievement could inspire you.

Prompt	My idea	Useful language	Link to next part
person and achievement			
what I learned			
activity with my friend			
opening / ending			

