



Safety and Rules

Informal email: taking part in a school safety drill

1. Lead-in discussion

Talk with a partner before you write.

1. Why do schools practise safety drills?
2. What rules help people leave a building safely?
3. How can students remain calm in an emergency?

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 a safety drill. Some parts went well, but there was one problem.

Write an email to a friend about it.

In your email you should:

- describe what happened during the drill
- explain the problem
- give your friend advice for a future safety drill

Write about 120 to 160 words.

3. Model email

Subject: Our safety drill did not go quite to plan!

Hi Marcus,

How's it going? Did your team survive yesterday's chemistry experiment, or did anything explode? Anyway, we had a fire drill this morning, and it turned out to be much more eventful than anyone expected.

When the alarm went off, our teacher told us to leave our bags and walk quietly to the sports field. Most people followed the instructions, and our class got outside in under three minutes. We even remembered to close the classroom door behind us.

The problem was that one exit had been blocked by some delivery boxes. We had to turn back and use another staircase, which slowed everyone down. A caretaker moved the boxes straight away, but they should never have been left there in the first place.

If you have a drill next week, you must listen carefully and stay with your class. Don't go back for anything, and make sure you know where your second exit is, just in case.

Write back soon,

Prinn

P.S. At least we escaped before maths started.

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 what happened during the drill?	
Content point 2	Where does the writer mention a problem?	
Content point 3	Where does the writer give advice for a future drill?	
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 happened during the drill	when + past simple	The writer sequences the beginning of the drill.	the alarm went off / our teacher told us...
the problem	past perfect passive	The writer explains a problem caused before the class arrived.	had been blocked
advice for a future drill	must / don't / make sure	The writer gives firm safety advice.	must listen carefully / Don't go back... / make sure you know...

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, / we had a fire drill / more eventful than...
add detail or reaction	When the alarm went off / Most people... / We even remembered...
introduce a problem	The problem was that... / We had to turn back / which slowed... / but...
make a plan	If you have a drill... / you must... / Don't go back... / just in case

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 drill	fire drill / alarm went off / followed instructions / sports field	
describe a problem	blocked exit / delivery boxes / turn back / another staircase	
sound informal	How's it going? / turned out / in the first place / At least...	
give safety advice	listen carefully / stay with your class / second exit / just in case	
upgrade with adverbs	quietly / even / straight away / carefully / never	

8. Plan your own email

Use the same task, or change the details to another safety drill or important rule.

Prompt	My idea	Useful language	Link to next part
what happened			
problem during the drill			
advice for my friend			
opening / ending			

