



Teenage Life

Informal email: organising a study-and-movie night

1. Lead-in discussion

Talk with a partner before you write.

1. How can friends make studying more enjoyable?
2. What can distract people during a study session?
3. What makes a relaxed evening with friends successful?

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 organised a study-and-movie night for some friends. It was enjoyable, but your original plan changed.

Write an email to a friend about it.

In your email you should:

- say what everyone enjoyed
- explain why the plan changed
- give your friend advice about organising a similar evening

Write about 120 to 160 words.

3. Model email

Subject: The study night was not very studios!

Hi Chloe,

How are you? Did you manage to sort things out with your project group, or is everyone still arguing? Anyway, I had some friends over for a study-and-movie night on Friday, and it turned out to be great fun. We revised science first and tested each other with question cards. Everyone enjoyed working in pairs because it felt less stressful than studying alone. After that, we ordered pizza and watched a comedy that had us laughing our heads off.

We had planned to study for two hours, but the internet went down after forty minutes, so nobody could open the online notes. Instead of wasting time, we brought out our textbooks and finished one topic before starting the film early.

If you organise one, I would keep the study part short and ask everyone to bring printed notes. You should also choose the film beforehand, or you will spend ages trying to agree!

Write back soon,

Maya

P.S. The last slice of pizza is apparently still being debated.

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 everyone enjoyed? | |
| Content point 2 | Where does the writer explain why the original plan changed? | |
| Content point 3 | Where does the writer give advice about a similar evening? | |
| 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 everyone enjoyed | past simple + because | The writer describes an enjoyable activity and gives a reason. | Everyone enjoyed... / because it felt less... |
| why the plan changed | past perfect + so | The writer contrasts the plan with the problem and result. | We had planned to... / so nobody could open... |
| the advice for a friend | if + would / should | The writer gives friendly practical advice. | If you organise one... / I would keep... / You should also choose... |

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, / I had some friends over / turned out to be... |
| add detail or reaction | Everyone enjoyed... / because... / After that, |
| introduce a problem | We had planned... / but... / so nobody could... / Instead of... |
| make a plan | If you organise one... / I would keep... / You should also... / or you will... |

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 evening | study-and-movie night / question cards / working in pairs / watched a comedy | |
| describe a change | internet went down / online notes / brought out textbooks / started early | |
| sound informal | How are you? / sort things out / great fun / laughing our heads off | |
| give advice | keep it short / printed notes / choose beforehand / spend ages | |
| upgrade with adverbs | first / less / early / beforehand / apparently | |

8. Plan your own email

Use the same task, or change the details to another relaxed evening with friends.

| Prompt | My idea | Useful language | Link to next part |
|-----------------------|---------|-----------------|-------------------|
| what everyone enjoyed | | | |
| why the plan changed | | | |
| advice for my friend | | | |
| opening / ending | | | |

