



Transport and Travel

Informal email: a delayed journey

1. Lead-in discussion

Talk with a partner before you write.

1. What makes a journey enjoyable rather than stressful?
2. What small travel problems have you had before?
3. Would you rather travel by train, bus or car 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 went on a day trip by train. You enjoyed the place you visited, but there was a problem during the journey.

Write an email to a friend about it.

In your email you should:

- say where you went and what you liked there
- describe the travel problem
- suggest a future trip together

Write about 120 to 160 words.

3. Model email

Subject: You won't believe my journey!

Hi Rhys

How are things? How did your football match go in the end? I hope the rain held off! Anyway, I went to Riverside Town last weekend, and I thought you'd enjoy hearing about it because it was mostly brilliant!

I loved the old market by the river, especially the little food stalls and the view from the bridge. It was right up my street. We had just walked around the castle when the rain started, so we ducked into a cafe and warmed up with hot chocolate.

The journey back was the only problem. Our train was delayed, and then we got on the wrong platform because the announcement was so unclear. Luckily, a member of staff pointed us in the right direction before we missed it completely.

Anyway, we should go there together next month if you're up for it. We could set off earlier, avoid the busiest train and spend longer by the river.

Write back soon,

Vernon

P.S. Next time, I'm checking the platform twice.

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 where they went and what they liked?	
Content point 2	Where does the writer mention a problem during the journey?	
Content point 3	Where does the writer suggest a future trip 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
where the writer went and what they liked	past simple + past perfect	The writer shows what happened before another past event.	We had just walked... / when the rain started...
the travel problem	sequencing and reason linkers	The writer explains the travel problem clearly.	then / because / before we missed it
the future trip plan	should / could + if	The writer suggests another trip in a friendly way.	We should go... / if you're up for it / We could set off...

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 went to... / I thought you'd enjoy hearing...
add detail or reaction	I loved... / especially... / right up my street / when... / so...
introduce a problem	The journey back was... / then... / because... / Luckily, / before...
make a plan	Anyway, we should... / if you're up for it / We could... / set off earlier

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 trip	Riverside Town / old market / food stalls / view from the bridge	
describe a problem	train was delayed / wrong platform / unclear announcement / missed it	
sound informal	How are things? / held off / right up my street / up for it	
make a plan	set off earlier / avoid the busiest train / spend longer by the river	
upgrade with adverbs	mostly / especially / completely / luckily / earlier	

8. Plan your own email

Use the same task, or change the details to a similar situation about a train journey.

Prompt	My idea	Useful language	Link to next part
place and highlights			
travel problem			
future trip together			
opening / ending			

