

## Section A - Sending an e-mail key steps

### Sending an e-mail using G Mail - STEPS

Step 1 - Go to [www.google.com](http://www.google.com) or open a new tab (on top of your screen)

Step 2 - Go to Google apps (9 dots icon)

Step 3 - select Gmail

Step 4 - Click on 'Compose'

Step 5 - Start typing your message

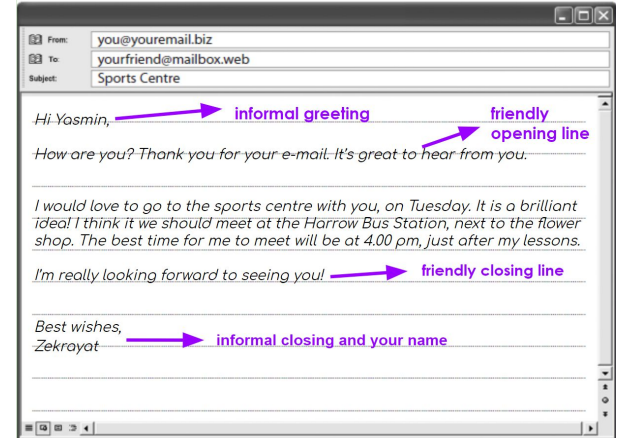
Step 5 - Choose your recipient (the person who you will send your e-mail to).

If the person is not a student or teacher at HHS, you will need to type their e-mail address.

Step 7 - write a title for your e-mail.

Step 8 - Click 'Send' when you finish writing your e-mail.

## Section B – Google Meet - key vocabulary



To: Chris Stewart  
Subject: Re: Coming to Glasgow

Hi Chris,

**Thanks for your email. It's great to hear from you. I can't wait to come and visit!**

So, about Friday ... I'd love to see your friend's band! What kind of music do they play? I'm thinking of starting my own band so it'll be good to meet your friends and ask them about it.

On Saturday, **I'd prefer to go on the boat trip on the river. I'm not really a football fan to be honest. The boat trip sounds much more chilled out!**

**So, you're learning Italian? I'm impressed! Why don't you try and find an Italian to practise speaking with? If you find someone who's learning English, you could do a language exchange. It's the best way to learn. You should try to read some books in Italian as well.**

**You asked about my skateboard. I'm sorry but I can't bring it with me to Scotland. I've got loads of stuff and it's too big to fit in my suitcase.**

**I'm really looking forward to seeing you!**

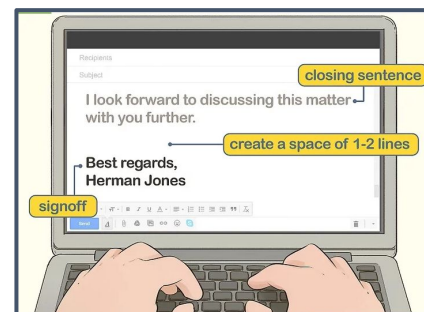
Best wishes,  
Sira

### INFORMAL GREETINGS

Hi Lisa,  
Hello Lisa,  
Dear Lisa,  
Good morning Lisa,

### INFORMAL CLOSINGS

Take care,  
Best wishes,  
All the best,  
Thank you,



### Top Tips for writing

- Use formulaic expressions to start and finish your email.
- Use *I'd prefer* + infinitive to say which option you want to do.
- Use informal words and expressions.
- Respond to your friend's email in a friendly, chatty style.
- Use a variety of structures for giving advice.
- Don't forget to respond to all the points in your friend's email.