



# Improving our skills: WRITING

## FRESHMEN

It is time to **apply** everything that we have studied in class. If you need to **check the power point presentation** again, go to the **English Department's blog** and download it, it will be uploaded along with the **class audio** in the **zoom section**. You can also find the PPT in our **Google Classroom group's page**.

If I can be of any further assistance, please let me know at [esepulveda@colegioingles.cl](mailto:esepulveda@colegioingles.cl), I will be happy to help you.



### Step one: Identifying the context.

Read this email from your **English-speaking friend Blake** and identify if your email should be written in a **formal or informal** style. **Tick** your choice below.

Is it  formal or  informal?

### Step two: Comments analysis.

Now that you **have identified the style** that this email has, you need to take a closer look to the **comments** that you have to **understand** in order to **write your own reply**.

These comments are related to **pieces of information** in the email, **what are they asking you to answer?**

**Great!**

**Say which day**

**Suggest**

**Explain to Blake**

