

JĘZYK ANGIELSKI KLASA IV

TEMAT: WRITING AN E-MAIL – pisanie e-maila.

Good morning! I hope you're fine today.


Dzisiaj nauczymy się pisać e-mail, na przykład o tym, co robimy w czasie wolnym.

Popatrzcie, z jakich części składa się e-mail:

E-mail writing

Starting the e-mail (greeting):

- Hi Mary!
- Dear Mr, Mrs, Ms ...
- Hello Pat ...
- Dear John ...
- My dear family ...



Opening sentence:


- Thanks (very much) for your e-mail.
- This is to say thanks for your last e-mail.

Giving a reason

- I'm (just) writing to ...
- Just a short e-mail to inform you ...



Closing sentence:

- I look forward/'m looking forward to hearing from you ...
- Hope to hear from you soon.
- Feel free to drop a line to me.
- Hope all is well with you.
- Have a nice/great/lovely/wonderful day/weekend/time.



Ending the e-mail:

- Yours sincerely	- See you soon
- Kind/best regards	- Take care
- Best wishes	- Bye (for now)
- All the best	



Zaczynamy od powitania (greeting), następnie wyjaśniamy cel naszego maila (opening and giving reason), podajemy informacje, które chcieliśmy przekazać, najlepiej w osobnym akapicie, zamykamy treść listu (closing sentence) wyrażając nadzieję np. na szybki kontakt, i kończymy naszego maila (ending) pozdrowieniami i podpisem. Zwróćcie uwagę na proponowane wyrażenia w każdej części listu.

A oto przykład e-maila:

To: brett.walker149@mailme.ca

Cc:

Subject: Re: sports

Insert: Attachments Photos Vide-

Tahoma 10 B I U

Dear Brett

Thanks for your email. You do lots of sports at school in Canada. I'd love to play ice hockey one day.

We do lots of sports at our school too. We've got a swimming pool at school and our class go swimming every Wednesday. We also play tennis, volleyball and football, but football in Australia is different to soccer. You can touch the ball with your hands!

There are lots of after-school sports clubs in Australia too. I go to a surfing club after school on Tuesdays and Thursdays. We go to the beach and learn how to surf. It's great fun! Can you surf in your country?

Write soon

Rob

Send Save Cancel

Top Tips for writing

1. Begin your email 'Dear' + name.
2. Begin your email with thanks or the reason you are writing.
3. This paragraph has got one idea.
4. This paragraph has got another idea.
5. End your email 'Write soon' + your name.

Napisz e-maila o swoim czasie wolnym – co robisz, gdzie, jak długo, co potrafisz robić, jakie są twoje zainteresowania. Możesz wysłać to, co napiszesz do rodziców, kolegi lub koleżanki, albo do mnie – adres mailowy podaję na dole.

Have a nice day!

Kontakt do nauczyciela: l.swinarska@sp9.edu.gdansk.pl