

PREPARE FOR YOUR TASK

5 Read the task below and answer the questions that follow.

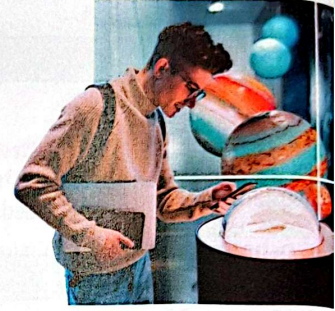
Your principal wants to organize a field trip to a place suggested by students. The principal wants to know what ideas students have for the best location.

- Write an **email** to the principal, giving your opinion. Give reasons to support your ideas.
- Start your email, "Dear Ms. Scott."

1. What is the situation? **The principal wants the students' ideas for the best location for a field trip.**
2. Who are you writing to and why? **the principal; to give your opinion / suggestion**
3. What should you include in your email? **your opinion and reasons to support your ideas**

6 **Brainstorming ideas** Look at the ideas below. For each place, write one reason why it would be a good choice. Then think of an explanation or example to support your reason. The first one has been done for you. Then add your own idea for a field trip, with reasons and explanations or examples. **Possible answers.**

Field trip location	Reasons	Explanations / Examples
1. science museum	has interactive exhibits	fun / get to do hands-on experime
2. nature reserve spend time in nature learn about plants and animals
3. pet shelter educates students about caring for animals could encourage students to volunteer at a shelter
4. your idea: the theater fun to see a play together with friends might get students interested in drama



7 **Your task** Read the task in Exercise 5 again. Decide which location you are going to suggest and the reasons to support your choice. Then use the plan below to help you write your email.

Greeting	Dear Mr. / Ms. ... ,
Par. 1 - Opening • Explain why you are writing. • Make your suggestion.	I am writing in response to ... My suggestion for ... is ...
Pars. 2-3 • Give reasons for your suggestion. • Add explanations and / or examples.	Firstly, ... Another good reason for ... In addition to ... we could also ... for instance ... / such as ...
Par. 4 - Closing Sum up the advantages of your suggestion.	All in all, ... To sum up, ... To conclude, ...
Signing off	Sincerely,



See Teacher's Guide for model writing.

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