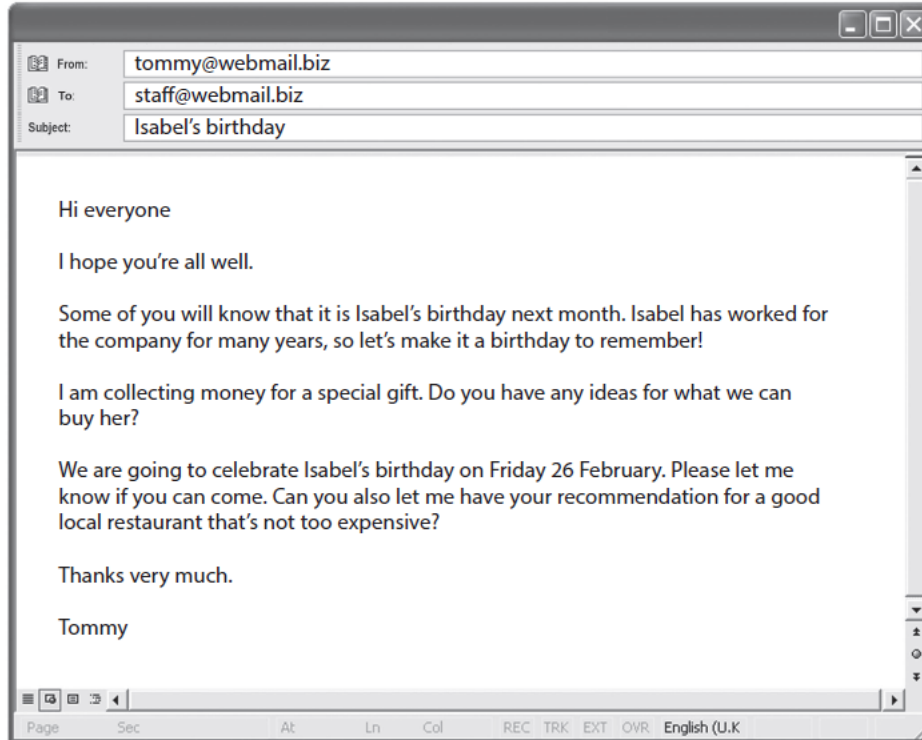


ESOL | Level 1 Email | Templated/Structured Writing Frame | Birthday Party

You receive this email from your colleague at work.



Write a reply to Tommy's email.

You must include:

- one or two ideas for a gift for Isabel
- whether you can go out to celebrate Isabel's birthday
- a recommendation for a local restaurant and why you recommend it.

From:

you@webmail.biz

To:

tommy@webmail.biz

Subject:

Isabel's Birthday

- Opening Greeting / Salutation

- Introductory Paragraph

- Ideas for Isabel's present
- Whether you can go to the party

- Recommendation of a good restaurant
- Why you would recommend it

- Friendly closing paragraph

- Closing Salutation