

Week 8

IGCSE English

Homework bundle for this week

本周作业合集

exercises.lol

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Name: _____ Score: _____

1. What must you do with every prompt in the task?
 - ☐ Choose your favourite one
 - ☐ Write about all of them
 - ☐ Ignore the hard ones
2. An informal email to a friend should sound...
 - ☐ cold and formal
 - ☐ warm and friendly
 - ☐ like a report
3. What must you do with every prompt in the task?
 - ☐ Pick your favourite one
 - ☐ Cover them all
 - ☐ Ignore the hard ones
4. An informal email should be one long paragraph.
 - ☐ True ☐ False
5. Make it informal: 'I _____ wait to see you!' (can't / cannot)

6. Just listing ideas without reasons is enough for top marks.
 - ☐ True ☐ False
7. Aim for 120 to _____ words.

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1. **Write about all of them**

Miss a prompt and you lose content marks.

2. **warm and friendly**

Friends get a warm, friendly tone.

3. **Cover them all**

Miss a prompt and you lose content marks.

4. **False**

No — use short paragraphs, one idea each.

5. **can't**

Informal writing uses short forms like 'can't'.

6. **False**

No — develop each idea with a reason or example.

7. **160**

The task asks for 120–160 words.

3.1 Informal email — purpose and audience

Name: _____ Class: _____ Date: _____

Total: 16 marks

KEY WORDS informal 非正式 • tone 语气 • informal email 非正式电子邮件 • example 例子 • reason 原因

Objective

Build the skills to answer exam questions on the **purpose and audience of an informal email** 目的与读者 — writing to someone you know, for a reason the task specifies.

You must be able to:

- identify the reader and the reason for writing from the task
- cover every content point the task lists, and develop each one
- keep a friendly, natural tone throughout

1 Worked examples

■ Find the content points first

The task always lists what to include. Underline them and count them.

*Write to your friend. Tell them **what you did last weekend**, describe **a person you met**, and invite them **to visit next month**.*

Three points. Three paragraphs. Nothing else is required, and nothing may be left out.

■ Develop, do not merely mention

- **Mentioning:** *I went to the beach.*
- **Developing:** *I went to the beach on Saturday with my cousin. The water was far colder than it looked, and we lasted about four minutes before giving up and eating chips instead.*

Content marks reward development. One sentence per point is the commonest reason a competent email scores in the middle band.

■ Tone

- Contractions are expected: *I'm, don't, can't, we'd.*
- Ask questions — an email is an exchange, not an announcement.
- Reactions make it sound real: *you would have laughed, I still cannot believe it.*

2 Practice

2.1 For this task, list the content points: *Write to a friend who has been ill. Ask how they are, tell them what they have missed at school, and offer to help them catch up.* [3]

2.2 Develop this sentence into three sentences that would earn content credit: “I went to a concert.” [2]

2.3 Rewrite this opening so it sounds like an email to a friend rather than a formal letter:
 “I am writing to inform you of recent events at school.” [1]

3 Exam-style questions

3.1 Write an email to a friend who has moved to another country. In your email you should: say what has changed since they left, describe something you have done recently, and ask about their new life. Write about 120 words. [8]

3.2 Explain why an email that covers all three content points in a single short paragraph is likely to score poorly, even if it has no grammatical errors. [2]

Solutions

2.1 Ask how they are; tell them what they have missed at school; offer to help them catch up.

2.2 Any development that adds specific detail and a reaction, for example: “I went to a concert on Friday with Yusuf. The band played for two hours and the last song was so loud I could feel it in my chest. I lost my voice completely and had to write notes to my mother the next morning.”

2.3 Any natural informal opening, for example “Hi Sam — you will not believe what has happened here.”

3.1 Content (4 marks): all three points covered and each developed with detail. Language (4 marks): consistently informal register, a range of vocabulary and structures used accurately, clear paragraphing, and the whole roughly within the word limit. A model answer covers each point in its own paragraph, includes at least one question to the reader, and ends with a natural sign-off.

3.2 Content marks are awarded for DEVELOPMENT, not coverage, so three mentions in one paragraph cannot reach the higher content band. Paragraphing is also assessed as part of organisation, so a single block loses credit there as well.

3.2 Informal email — structure and useful language

Name: _____ Class: _____ Date: _____

Total: 15 marks

KEY WORDS closing 结束语 • greeting 问候语 • paragraphs 段落 • informal 非正式 • informal email 非正式电子邮件

Objective

Build the skills to answer exam questions on the **structure and useful language of an informal email** 结构与常用语言 — opening, ordering and closing an email so it reads naturally.

You must be able to:

- open and close an email appropriately
- use one paragraph per content point
- use a range of natural informal expressions accurately

1 Worked examples

■ The shape of an informal email

1. **Greeting** — *Hi Mei, / Hello Ana, / Dear Sam,*
2. **Opening line** — react to their news or apologise for the delay: *Sorry it has taken me so long to reply.*
3. **One paragraph per content point**
4. **Closing move** — an invitation, a question or a promise: *Let me know what you think.*
5. **Sign-off** — *Love, / Best wishes, / See you soon,* then your name

■ Useful language you can prepare

- **Opening:** *Thanks for your message. / It was great to hear from you. / Sorry for the slow reply.*
- **Giving news:** *Guess what — / You will not believe this, but / The big news is that*
- **Reacting:** *That sounds amazing. / I am so sorry to hear that. / How annoying!*
- **Inviting:** *Why don't you come and stay? / Any chance you could visit in the holidays?*
- **Closing:** *Write back soon. / Say hello to your family from me. / Can't wait to hear from you.*

Learning six of these properly is worth more than trying to invent them under pressure.

■ **What weakens an email**

- Starting straight into the content with no greeting or opening line.
- Repeating *and then... and then...* instead of varying the connectives.
- A formal sign-off such as *Yours faithfully* on an email to a friend.

2 Practice

2.1 Write a suitable opening line for each situation.

- (a) Your friend has just passed an important exam. [1]

- (b) You have not replied to your friend for a month. [1]

2.2 Rewrite these sentences so they sound natural in an informal email.

- (a) “I wish to inform you that I shall be visiting in July.” [1]

- (b) “I request that you respond at your earliest convenience.” [1]

2.3 Put these parts of an email in the correct order: sign-off, greeting, content paragraphs, opening line, closing move. [1]

3 Exam-style questions

3.1 Your friend has asked for advice about choosing subjects for next year. Write an email replying. Say which subjects you chose and why, warn them about one difficulty, and offer to talk it over. Write about 120 words. [8]

3.2 A student ends an email to a friend with “Yours faithfully, Chen Wei”. Explain what is wrong and give two suitable alternatives. [2]

Solutions

2.1 (a) Any natural congratulation, e.g. “Congratulations — I knew you would do it!”.
(b) Any natural apology, e.g. “Sorry it has taken me so long to write back; things have been busy here.”

2.2 (a) “Good news — I’m coming to visit in July!” (b) “Let me know as soon as you can.”

2.3 greeting, opening line, content paragraphs, closing move, sign-off.

3.1 Content (4 marks): the three points covered and developed. Language (4 marks): consistently informal, varied and accurate expressions, clear paragraphs, appropriate greeting and sign-off, roughly within the limit.

3.2 “Yours faithfully” is a formal sign-off used in a letter to someone whose name you do not know, so it does not match an email to a friend. Suitable alternatives: “Love”, “Best wishes”, “See you soon”, “Take care” — any two.

3.3 Improving your email

Name: _____ Class: _____ Date: _____

Total: 15 marks**KEY WORDS** detail 细节 • developed 展开的 • example 例子 • closing 结束语 • paragraphs 段落

Objective

Build the skills to answer exam questions on **improving your email** 改进你的邮件 — turning a correct but flat draft into one that earns the higher bands.

You must be able to:

- spot a draft that mentions rather than develops
- replace vague wording with specific detail
- vary sentence length and openings

1 Worked examples

■ The same email, twice

Draft (middle band):

Hi Ana, How are you? School is fine. I did a lot of things last weekend.
It was good. Please come and visit. Bye, Lin

Nothing here is wrong. It scores in the middle because every sentence is short, nothing is developed, and no reader learns anything.

Improved (upper band):

Hi Ana,

How are you settling in? I keep imagining you eating breakfast while I am already at lunch.

School is much the same, except that Mr Baye has retired and the new teacher makes us do presentations, which is either the best or the worst thing to happen this year — I have not decided.

Last weekend I finally went camping with my brother. It rained for eleven hours, the tent leaked, and we came home a day early, but I would do it again tomorrow.

Any chance you could come in the holidays? There is a spare bed and I owe you a proper answer about the presentations.

Love, Lin

■ What changed

- **Specific detail** replaced vague words: *a lot of things* became a camping trip with a leaking tent.
- **A reaction** was added to each fact, so the reader learns what the writer thinks.
- **Sentence length varies**: some short, some long with two or three clauses.
- **The closing asks a question**, so the email invites a reply.

2 Practice

2.1 Improve each sentence by adding specific detail and a reaction.

(a) “I saw a film.” [2]

(b) “The new teacher is nice.” [2]

2.2 This paragraph is made only of short sentences. Rewrite it as two sentences of varied length. [2]

I went to the market. I bought some fruit. It was expensive. I did not buy much.

3 Exam-style questions

3.1 Read this email and identify **three** ways it could be improved. Do not correct grammar; comment on content and style. [3]

Hi Sam, Thanks for your email. My holiday was good. We went to the beach and it was nice. We also went to a museum. The food was good too. See you, Ali

3.2 Rewrite the email above so that it would reach the upper band. Write about 100 words. [6]

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IGCSE English • 3.3 Improving your email

Solutions

2.1 (a) Any version adding a named film or detail plus a reaction, e.g. “I finally saw the film everyone has been quoting at me for a month, and I still do not understand the ending — I may have to watch it again.” (b) e.g. “The new teacher, Ms Adeyemi, learned all thirty names in one lesson, which none of us expected and which makes it much harder to hide.”

2.2 Any accurate combination with varied length, e.g. “I went to the market to buy fruit, but the prices had gone up so much that I came home with three apples and a bad mood.”

3.1 Any three: every point is mentioned but none developed; the word “good” or “nice” is used for three different things, so the vocabulary shows no range; there is no reaction or opinion, so the reader learns nothing about the writer; there is no closing question or invitation, so the email does not invite a reply; it is written as one block with no paragraphs.

3.2 Content (3): each point developed with specific detail. Language (3): varied sentence length, precise vocabulary replacing “good” and “nice”, clear paragraphing, and a closing that invites a reply.