

IGCSE informal email

Cover the prompts. Develop the detail. Write to a real reader.



MAKE THESE CHOICES VISIBLE

Friendly greeting and ending • Every prompt answered and developed • Concrete detail and a personal reaction • Past tense for events; a recommendation for next time

An original model - and why it works

Connect with your reader

Hi Alex,
You asked what I did on Saturday, so I thought I would tell you about our school cooking workshop. I signed up because I wanted to learn something more useful than watching cooking videos!

The greeting and reference to Alex establish a friendly relationship. The reason is developed, rather than simply listed.

Develop the unexpected moment

At first, everything went smoothly. Then our mixer stopped working just as we were making the cake. We had to mix it by hand, which took ages, but everyone helped. Surprisingly, the cake still tasted great, even though it looked rather flat.

A time link, a precise event and a reaction turn a prompt into a small story.

Recommend and close

I would definitely recommend the workshop. The teacher explained each step clearly, and I now feel confident enough to try the recipe at home. You should come next time; we could work together.
Write soon,
Sam

The recommendation includes reasons. A direct invitation and friendly sign-off fit the reader.

CHECK: All three prompts are covered / Each idea has a detail, example or reason / Tone fits a friend / Past tense and punctuation are controlled

Original classroom material. Use the task and applicable course guidance to make choices; this is not an official assessed exemplar.