

An email that sounds like you

1 / Read the task and notice the model

You recently took part in a school activity. Write an email to your friend Alex. Explain why you chose the activity, describe something unexpected that happened, and say whether you would recommend it. Write 120-160 words.

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!

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.

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

2 / Notice, talk and plan

Find the sentence that explains the choice. What extra detail develops it?

Underline the unexpected event and circle the response to it.

Which phrases would sound wrong in a letter to the headteacher? Why?

Plan your response

Why this activity? Add one personal reason.

What went wrong? Add what you did and how you felt.

Would you recommend it? Give a reason and an invitation.

3 / Write independently

Write to a cousin about a community event: why you went, a challenge you faced and whether you would go again.

Useful language - choose what serves your meaning

I signed up because ... / Just as we were ..., ... / Although ..., ... / I would recommend it because ...

Check and revise

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

4 / Teacher guide

Suggested sequence

Notice · 8 min

Read the task. Label the audience and three prompts. Read the model and match each paragraph to a prompt.

Talk · 7 min

Tell a partner about an activity. The partner asks one question to draw out detail for each prompt.

Plan · 8 min

Write three brief notes, each with a detail or reason. Choose a friendly opening and ending.

Write · 18 min

Draft 120-160 words. Use frames only where they help; include your own experience.

Check · 9 min

Check all prompts, development and tone. Edit tense changes and sentence boundaries.

Discussion answers

1. The writer wanted a useful skill; the comparison with watching videos adds personality.
2. The mixer stopped; the group mixed by hand and shared the work.
3. Hi Alex, You should come next time and Write soon signal a familiar reader.

Model annotations

Connect with your reader: The greeting and reference to Alex establish a friendly relationship. The reason is developed, rather than simply listed.

Develop the unexpected moment: A time link, a precise event and a reaction turn a prompt into a small story.

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

Use this as an original classroom practice task, not a Cambridge past-paper question or a marked exemplar. Peer feedback should identify evidence for task coverage and language choices; it should not invent an exam grade.

Cambridge 0510 syllabus 2027-2029:

<https://www.cambridgeinternational.org/Images/721337-2027-2029-syllabus.pdf>