



THE ERINDALE ACADEMY

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**ASSESSMENT OF LEARNING UNIT 4:
WRITING AN INFORMAL EMAIL
ESLDO/EO
INSTRUCTIONS**

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Write an informal email to a friend explaining that you haven't felt well recently. Tell your friend something particular or special that has happened to you, and something that you have been doing recently.

Your email must include:

- Email structure
- 2 paragraphs (at least)
- Informal language (contractions)
- Between 150 and 180 words.
- At least two (2) sentences in present perfect simple and two (2) sentences in present perfect continuous. **Highlight the sentences using yellow or light blue.**
- Four (4) terms of vocabulary from the unit. **Underline the vocabulary terms you used.**

When you finish, upload your email in **pdf** format onto Moodle, in the LESSON 20 section. **Do not send me your work by email.**