Exercise walk-through

16.1
Writing: a useful short message

English A1

16.1 Writing: a useful short message

Name: _____ Class: _____ Date: _____ **Total: 25 marks**

KEY WORDS message • capital letter • full stop • question mark • reply

Objective

Write a short, useful **message** : say who it is for, give the important **information** (what, when, where), ask or **answer** clearly, and sign your name. Use capital letters and full stops.

You must be able to:

- start and end a message
- give the time, place and plan
- answer every question in a message
- use capital letters, full stops and question marks

- write a clear message of 25 to 35 words

1 Key knowledge and worked examples

Key knowledge

part	example
start	Hi Ben, / Dear Ms Li,
why you write	I can't come to the cinema today.
information	Can we go on Saturday at 3 p.m.? Let's meet at the station.
question	What do you think?
end	See you soon, Lin / Thanks, Lin

Capital letters: the first word in a sentence, *I*, names (Ben), places (Beijing), days (Monday), months (May). **Punctuation**: a full stop (.) at the end of a sentence; a question mark (?) at the end of a question.

Source A: a message from a friend

Hi! It's Ana. There is a party for Mia's birthday on Saturday. Can you come? It's at 6 p.m. at my house. Can you bring some music? Please answer by Thursday. Ana

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Exercises 2.1–2.3

2.1 Write a start and an end for a message to your friend Ben. [2]

2.2 Use Source A. Answer the questions. (a) What day is the party? (b) What time? (c) Where? [3]

2.3 Copy the message and correct the four mistakes with capital letters and punctuation. [4]

Hi Sam,
i can come on monday. where is the cafe.
Ana

Exercises 2.1·2.3

2.1 Write a start and an end for a message to your friend Ben. [2]

2.1

start, e.g. “Hi Ben,”; end, e.g. “See you soon, [name]”

2.2 Use Source A. Answer the questions. (a) What day is the party? (b) What time? (c) Where? [3]

2.2

(a) Saturday; (b) 6 p.m.; (c) at Ana’s house

2.3 Copy the message and correct the four mistakes with capital letters and punctuation. [4]

Hi Sam,
i can come on monday. where is the cafe.
Ana

2.3

I; Monday; Where; a question mark: “Where is the cafe?”

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Exercise 2.4

2.4 Use Source A. Write a reply to Ana (25 to 35 words). Say yes, answer her question about music, and ask one question about the party. [6]

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2.4

start and end; say yes; answer about music; a question about the party; capitals and punctuation; 25 to 35 words, clear

Exercise 3.1 (a)

3.1 *(Four choices, one correct. One mark each.)*

(a) Which needs a capital letter?

- **A** school
- **B** monday
- **C** book
- **D** table

Exercise 3.1 (a)

3.1 *(Four choices, one correct. One mark each.)*

(a) Which needs a capital letter?

- **A** school
- **B** monday
- **C** book
- **D** table

(a) B

Exercise 3.1 (b)

3.1 *(Four choices, one correct. One mark each.)*

(b) Which sentence is correct?

- **A** where are you?
- **B** Where are you?
- **C** Where are you.
- **D** where are you.

Exercise 3.1 (b)

3.1 *(Four choices, one correct. One mark each.)*

(b) Which sentence is correct?

- **A** where are you?
- **B** Where are you?
- **C** Where are you.
- **D** where are you.

(b) B

Exercise 3.1 (c)

3.1 *(Four choices, one correct. One mark each.)*

(c) “Please answer by Thursday.” You must answer

- **A** on Friday
- **B** on Thursday or before
- **C** after Thursday
- **D** on Saturday

Exercise 3.1 (c)

3.1 *(Four choices, one correct. One mark each.)*

(c) “Please answer by Thursday.” You must answer

- **A** on Friday
- **B** on Thursday or before
- **C** after Thursday
- **D** on Saturday

(c) B

Exercise 3.1 (d)

3.1 *(Four choices, one correct. One mark each.)*

(d) The end of a message to a friend is

- **A** Dear Sir,
- **B** See you soon, Lin
- **C** Hello,
- **D** Yours faithfully,

[4]

Exercise 3.1 (d)

3.1 *(Four choices, one correct. One mark each.)*

(d) The end of a message to a friend is

- **A** Dear Sir,
- **B** See you soon, Lin
- **C** Hello,
- **D** Yours faithfully,

[4]

(d) B

Exercise 3.2

3.2 You cannot go to Ana's party. Write a message to Ana (25 to 35 words). Say sorry, give a reason, say happy birthday to Mia, and suggest another day to meet. [6]

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3.2 You cannot go to Ana's party. Write a message to Ana (25 to 35 words). Say sorry, give a reason, say happy birthday to Mia, and suggest another day to meet. [6]

3.2

start and end; sorry; a reason; happy birthday to Mia; another day; correct capitals and punctuation