Exercise walk-through

16.1
Writing: change a plan politely

English A2

ENGLISH A2 • EXERCISE SHEET

16.1 Writing: changing a plan politely

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

KEY WORDS apology • reason • suggest • convenient • instead

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Objective

Write a polite message to **change a plan** : say **sorry** , give a short **reason** , **suggest** a new time, and ask if it is OK. Use polite phrases, especially when you write to a teacher.

You must be able to:

- say sorry and give a reason
- suggest a new time or place
- use polite phrases
- choose language for a friend or a teacher

- write a clear email of 50 to 70 words

1 Key knowledge and worked examples

Key knowledge

part	to a friend	to a teacher
start	Hi Ben,	Dear Ms Wang,
sorry	Sorry, I can't come on Friday.	I'm sorry, but I can't come to the meeting on Friday.
reason	I've got a dentist appointment.	I have a dentist appointment at that time.
suggest	How about Saturday?	Would it be possible to meet on Monday instead?
check	Is that OK?	Please let me know if this is convenient.
end	See you, Lin	Best wishes, Lin Hao

Do not write only "I can't come." Give a reason **and** a new suggestion.

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Source A: an email from your teacher

Dear students,

The English speaking test for Class 8B will be on Thursday 12 May at 3 p.m. in Room 204. Each student will speak for about ten minutes. If you cannot come at this time, please email me before Tuesday 10 May.

Best wishes,

Ms Patel

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Exercises 2.1–2.3

2.1 Write a start and an end for an email to your teacher, Mr Chen. [2]

2.2 Use Source A. (a) When is the test? (b) Where is it? (c) What must you do if you cannot come? [3]

2.3 The diagram shows the four parts of an email that changes a plan. Write one sentence for each part, to your friend Ben. [4]



Exercises 2.1·2.3

2.1 Write a start and an end for an email to your teacher, Mr Chen. [2]

2.1

Dear Mr Chen,; Best wishes / Kind regards, [name]

2.2 Use Source A. (a) When is the test? (b) Where is it? (c) What must you do if you cannot come? [3]

2.2

(a) Thursday 12 May at 3 p.m.; (b) Room 204; (c) email Ms Patel before Tuesday 10 May

2.3 The diagram shows the four parts of an email that changes a plan. Write one sentence for each part, to your friend Ben. [4]



2.3

sorry; a reason; a new suggestion; a check, e.g. “Is that OK?”

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Exercise 2.4

2.4 A student wrote this email to Ms Patel: “hi. i cant come thursday. bye.” (a) Give three problems with this email. (b) Rewrite it as two or three polite sentences. [6]

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2.4

(a) any three: too informal for a teacher; no capital letters; no reason; no new suggestion; no name; (b) a polite apology; a reason; a polite suggestion of another time

Exercise 3.1 (a)

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

(a) Which is best in an email to a teacher?

- **A** Hey!
- **B** Dear Ms Patel,
- **C** Yo Ms Patel,
- **D** Hi teacher!

Exercise 3.1 (a)

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

(a) Which is best in an email to a teacher?

- **A** Hey!
- **B** Dear Ms Patel,
- **C** Yo Ms Patel,
- **D** Hi teacher!

(a) B

Exercise 3.1 (b)

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

(b) “How about Saturday?” is

- **A** a reason
- **B** a suggestion
- **C** an apology
- **D** a goodbye

Exercise 3.1 (b)

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

(b) “How about Saturday?” is

- **A** a reason
- **B** a suggestion
- **C** an apology
- **D** a goodbye

(b) B

Exercise 3.1 (c)

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

(c) Which is the most polite?

- **A** Change the time.
- **B** Would it be possible to change the time?
- **C** I want a new time.
- **D** New time now.

Exercise 3.1 (c)

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

(c) Which is the most polite?

- **A** Change the time.
- **B** Would it be possible to change the time?
- **C** I want a new time.
- **D** New time now.

(c) B

Exercise 3.1 (d)

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

(d) "Please email me before Tuesday." You must email

- **A** on Wednesday
- **B** on Monday or earlier
- **C** after Tuesday
- **D** on Thursday

[4]

Exercise 3.1 (d)

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

(d) "Please email me before Tuesday." You must email

- **A** on Wednesday
- **B** on Monday or earlier
- **C** after Tuesday
- **D** on Thursday

[4]

(d) B

Exercise 3.2

3.2 You cannot come to the speaking test in Source A. Write an email to Ms Patel (50 to 70 words). Say sorry, give a reason, suggest another time, and ask if it is OK. [6]

Exercise 3.2

3.2 You cannot come to the speaking test in Source A. Write an email to Ms Patel (50 to 70 words). Say sorry, give a reason, suggest another time, and ask if it is OK. [6]

3.2

formal start and end; an apology; a clear reason; a suggested time; a polite check; polite, correct language