1 haven't (punctuation)
2 temperature (spelling)
3 ~~since~~ for (grammar)
4 Luckily (spelling)
5 Anything exciting? (punctuation)
6 ~~are~~ is (grammar)
7 software company (punctuation)
8 they're (grammar / spelling)
9 May (punctuation)
10 recommend (spelling)
11 sightseeing (spelling)
12 you'll be able to show (grammar)

b Focus on the **Beginning an informal email** box and go through it with the class.

Then focus on the task. Tell Sts to read Anna's email again and to find the three sentences.

Check answers.

I haven't written or phoned. = I haven't been in touch.

I've been reading and replying to my emails. = I've been catching up on my emails.

Have you being doing anything exciting? = What have you been doing? Anything exciting?

c Tell Sts they are going to write an informal email to Anna to answer her questions. First, they need to complete some expressions in the **Useful language: an informal email** box. Get Sts to do this individually or in pairs.

If Sts worked alone, get them to compare with a partner.

Check answers.

1 for
2 to
3 not
4 hope
5 to
6 hear
7 luck
8 feel / are / get
9 for
10 forward
11 Give
12 care
13 Best
14 PS

d Go over the plan with the class.

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