

2 Drafting

You have to draft an e-mail to Emily about an unforgettable experience at your new school—the school’s open day.

Text Type: E-mail  Reader(s): Emily 
Tone: Informal  Tense(s): Present & past tenses 

Give a response to Emily’s letter and tell her what your unforgettable experience is.

(Hi Emily),
It’s good that (response to Emily’s letter).
How’s your study? It was the first time I’ve joined
(name of the event). It was really
unforgettable. Let me tell you more about it.

- When was the event held?
- How was the weather?
- Who took part in the event?
- How did you feel?

My school’s open day was held on (date)
from (starting time) to (finishing time).
The weather was (weather). (people joining the event)
took part in this event. We all
felt (feeling). I invited (people you invited). It is easy to get to my
school, because (reason).
So a lot of people (action).

Who did you invite to join the open day?

How can you get to your school?

- What did you do on the open day?
- Where were those activities held?
- How did you feel?

First, I was very interested in all the game booths
set on the playground, so I (result).
I was so good at shooting
and I won (prize) as my
prize! I was very excited. As I needed to calm down
a bit, I went to the (place) to
watch (kind of videos). I
(feeling).

Tell Emily how you felt.

- What else did you do?

Then, I walked up to (place and activity).
Next to the library is
(place). I had an (adjective) experience
there. I (activity).

How did you feel about the experience? Think of an adjective.

- What was the post-event activity?

After the open day, my English teacher asked me to
(post-event activity).
(close),
(signature).

What did you need to do after the event?