

## An email giving holiday advice

Learn how to write an email to give holiday advice.

### Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

### Preparation task

Put the phrases in the correct group.

Regards, Clive	Dear Claude,	See you soon, Clive	Hi Claude!
Lovely to hear from you.	Thank you for your email.	I look forward to meeting you.	I hope we can meet up!
Informal		Formal	

## An email giving holiday advice

**From:** Janet Hill

**To:** Sunny Chen

**Subject:** Hi!

Hi Sunny!

How are you?

We're finally coming to Singapore so I wanted to ask your advice on what we should do while we're there. What shouldn't we miss? We'll have our two kids aged 6 and 8 with us so ideally we want to do things we can enjoy as a family.

We've already got a hotel booked in Marina Bay and we arrive on 12 May for a week.

I hope you're around so we can meet up!

See you soon,

Janet

**From:** Sunny Chen  
**To:** Janet Hill  
**Subject:** Re: Hi!

Hi Janet!

Lovely to hear from you and how exciting that you're coming!

You've picked a great area to stay in as it's right next to a must-see attraction, Gardens by the Bay. They light them up at night and the kids will love it. Another place to take the little ones is the zoo, and the Night Safari is really worth doing. The animals are much more active at night than during the day, so it's pretty special.

As for food, there's quite a variety here. I'd recommend trying laksa and kaya toast – they're both really typical Singaporean foods. You can also eat well and cheaply at street markets. You should definitely check them out.

Can't wait to see you all!

Sunny

P.S. My number here is +65 1234 1234.

.....

## Tips

1. Start informal emails with *Hi + name* instead of *Dear + name*.
2. An informal email can be like a conversation, so you can start with *How are you?*
3. If you're replying, you can start with *Lovely to hear from you*.
4. Use these phrases to make recommendations:
  - ... *is worth doing / seeing / going to*.
  - ... *is a must-see (attraction)*.
  - *I'd recommend ...*
  - *You can ...*
  - *You should ...*
5. Say why you recommend those things.
6. You can add something at the end using *P.S.*

## Tasks

### Task 1

Are the sentences true or false?

	<b>Answer</b>	
1. The two people don't know each other well.	True	False
2. Janet has wanted to visit Singapore for a long time.	True	False
3. They're having a two-week holiday.	True	False
4. The hotel is near a tourist attraction.	True	False
5. Sunny recommends going to the zoo in the morning.	True	False
6. Sunny thinks the street markets would be good places for Janet and her family to eat.	True	False

### Task 2

Complete the sentences with the words from the box.

will	doing	must-see
recommend	worth	should

1. I'd ..... staying in the city centre.
2. You ..... try the local food while you're here.
3. The National Museum is ..... going to.
4. Your kids ..... love it.
5. The castle is a ..... attraction.
6. Another thing that's worth ..... is a walking tour of the old town.

**Task 3**

Write the words to complete the email.

Hi Sam,

(1)..... are you?

Guess what, we're coming to Manchester in April! Will you be there then? What's your advice on what we (2)..... see and do while we're there?

See you soon,

Adil

Hi Adil!

(3)..... to hear from you! Yes, I'll be here in April so let's meet up 😊

I'd (4)..... staying in the city centre so you're close to everything. I know you like football so you (5)..... definitely go to a match, and the Football Museum is another must-(6)..... The Northern Quarter is (7)..... seeing as well.

It's a really cool place.

Looking forward to it!

Sam

(8)..... Let me know your flight details!

**Discussion**

What would you recommend to tourists near where you live?

## Answers

**Preparation task**

Informal	Formal
Hi Claude!  Lovely to hear from you.  I hope we can meet up!  See you soon, Clive.	Dear Claude,  Thank you for your email.  I look forward to meeting you.  Regards, Clive.

**Task 1**

1. False
2. True
3. False
4. True
5. False
6. True

**Task 2**

1. recommend
2. should
3. worth
4. will
5. must-see
6. doing

**Task 3**

1. How
2. should
3. Lovely | Great | Nice | Wonderful | Good
4. recommend | suggest
5. should | can
6. see
7. worth
8. P.S.