

Formal and Informal Emails Key Word Sentence Transformation Game FCE Writing Parts One and Two/ Use of English Part Four

Instructions teachers

Photocopy, cut up and fold one set of cards per group of two to four students, with the fold going vertically along the middle of the cards so that the cards that transform into each other are on either side of the same card, like the heads and tails of coins.

Students should place the cards in vertical column on the table. It doesn't matter which side is up first. They need to go from the bottom to the top of the column without making mistakes to win the game, each time correctly saying what is on the other side of the card in order to be able to move onto the next one. The thing on the other side of the card uses the word in capitals to say something with the same meaning but the opposite level of formality.

If the person whose go it is makes a mistake, the next person does the same thing, also starting right at the bottom of the column. The first person to go through all 11 cards without making any mistakes wins the game. They must say exactly what is written on the other side, even when other things might be correct. All cards which are guessed correctly should be turned over, so that students get practice in transforming the sentences in both directions.

Formal and Informal Emails Key Word Sentence Transformation Game Cards

Check out my photo! – FIND	Please find my photo attached. – CHECK
Feel free to...– HESITATE	Please do not hesitate to... - FREE
I look forward to... - WAIT	Can't wait to...! - LOOK
I am writing to you in connection with... – MAILING	I'm mailing about... - CONNECTION
I hope you are well. – GOING	How's it going? – WELL
It was a pleasure to... - THRILLED	I was absolutely thrilled to... - PLEASURE
Send my love to your husband. – REGARDS	Please give my regards to your husband. – LOVE
Sorry for taking ages to get back to you. – REPLY	I am sorry for my late reply. – GET
Would you mind informing me...? – LET	Can you let me know...? – MIND
... please do not hesitate to contact me. – LINE	... just drop me a line. – HESITATE
be of assistance – LEND	lend a hand – ASSISTANCE