**Algemeen (BEDENK DIT VOOR JE GAAT SCHRIJVEN):**-Wat en voor wie? (sollicitatie brief, e-mail, artikel, folder)  
-Formeel of informeel? 🡪 juiste aanhef en afsluiting  
-Maak korte opzet aan de hand van de gevraagde info. Onderstrepen, opschrijven en iets bij bedenken. (niet ‘I would like to hear from you!’) I am eagerly waiting for your response  
-Leg redeneringen uit. Probeer bij beschrijvingen punten te scoren door uit te breiden.  
  
**Aanhef/afsluiting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Formeel/je kent de naam** | **Formeel/naam onbekend** | **Informeel / naam bekend** | **Informeel/naam onbekend** |
|  |  |  |  |  |
| **Aanhef** | Dear Mr Anderson, | Dear Sir/Madam, | Dear Sarah, | Hey all! Yo people. |
| **Afsluiting** | Yours sincerely, | Yours faithfully, | Kind regards, | C U Later! |

**1  
has/have constructie**  
*- iets in verleden begonnen, nu nog bezig of relevant.*  
Your mother has loved you from day one.

*- niet duidelijk wanneer het gebeurd is*  
I have fixed the bike. **2  
Linking words (tussenwoorden) en komma’s**  
For  
And  
Nor  
But  
Or  
Yet  
So  
  
Komma’s gebruiken na deze woorden als de zin erna **op zichzelf kan staan.**  
1. He will come to school today, and he has finished his homework.  
2. He works with men and women.  
 **3**  
**Contractions (samentrekkingen)**don’t = do not  
she’s nice = she is nice  
she’s got biscuits= she has got biscuits  
  
  
**4**  
**Hoofdletters**  
-Maanden van het jaar  
🡪October, June  
- Namen van gebouwen, personen, talen  
🡪 The Big Ben, Bart and Jack, English/French/German  
  
**5. PTT = place, then time**-Tijd achteraan in de zin zetten.   
vooraan kan… maar dan krijg je geklungel met komma’s  
\* I finished my homework last week.  
\* last week, I finished my homework.

*1 Kruis de juiste aan.*  
a. He *worked* / *has worked* there since 2001.  
b. He visited / has visited yesterday.  
c. he *played* /*has played* in the garden.  
d. They *wrote* / *have written* three letters already. 5 more to go!  
e. ik werk al 5 jaar in een hotel =   
  
*2 Plaats komma’s waar ze horen*  
a. I have visited the London Eye and the Big Ben.  
b. She was a professional athlete but she can’t run anymore so she has become an English teacher.  
c. My mother likes chocolate and flowers.  
d. My mother likes chocolate strawberries and flowers.  
e. I like him, but he does not like me.  
f. I like dancing in the rain and going on long walks on the beach.

3 *volgorde*a. here / man/ walked / angry /yesterday / the  
b. last week / has visited/ she / at the hospital / him   
  
4. Aanhef/afsluiting  
*- Je zoekt een stagebedrijf en schrijft naar een algemeen emailadres.*  
Aanhef: Afsluiting:   
  
*- Je schrijft een e-mail naar je baas Nick Johnson om vrij te krijgen*Aanhef: Afsluiting:   
  
*Je schrijft een kerstkaart naar een collega van je: Sarah Steel.*Aanhef: Afsluiting:

Corrigeer de brief:  
  
E-mail: [amy@wonderfulhotmail.com](mailto:amy@wonderfulhotmail.com)

Subject: A little update

Dear Amy,

I thought I would give you a little update about my journey but first, how are you doing? Because if I have to be honest I really miss your company and the fun things we did together. Despite that I’m really enjoying my trip.

I’m in England at the moment and to be really specific in London. It’s such a beautiful country and the people are very friendly. I already went to the London eye which is a big ferris wheel that looks over the center of London and after that I went to the Big Ben, a big clock touwer at the north end of the Palace of Westminster in London.

In a few days I will travel to a different part of England, Bath. People say its a really beautiful place almost like a fairytale with the old bouldings and nature they have. As you know I really like soccer and due that I’m going to Manchester, Manchester is known for their amazing football clubs as Manchester City and Manchester United. I thought it would be a really cool idea to go on a stadium tour there. Unfortunaly you’re not here because I would really like to share these experiences with you.

So for that reason I would really like to go on a trip with you next year, if you’re up to that too. Since England was like really cold I would like to go to a warm country, maybe Greece if you’re OK with that.

Let me know how you feel about it.

Kind regards,