**Remember Indi?**

**Re**

You watched Indi’s vlog. She introduces herself and a few of her family members. You are going to send her an email/

But first, let’s watch a short video on how to write an email. Take notes on the tips and tricks of writing an informal email:



**How to write an email**

The video explains how to write an email in six steps. Write down steps next to the email below:



*Step*

*1*

*1 2*

*Step 6*

*Step 3*

*Step 5*

*Step 4*

*Step 2*

After writing:

**Let’s get started**

Indi has sent you an email:



Hi there,

How are you? I am fine! Thank you so much for liking my video. I would like to know how you feel about my vlog, could you give me some feedback?

I love travelling, but I have never been to the Netherlands. That’s where you are from, isn’t it? Could you tell me a little bit more about yourself and your life? Is it anything like mine or is it very different? I would love to read about that.

I really hope to hear from you soon!

Kind regards,

Indi

Prepare for writing an email. Let’s see what you need to write first. Use the vocabulary list to help you:

1. Fill out the send/receive information. Receiver: Indi.Setyawan03@hotmail.com

Keep the subject short! 2-5 words maximum

Your email address:

1. Think of a subject of your email

1. Start the email in a correct way

1. Tell Indi in detail what you like about her vlog

1. Write about two similarities/differences between yourself and Indi

**Check yourself**

Use the rubric to check task 61 before you write the actual email.

|  |  |  |
| --- | --- | --- |
| What? | *Score* | *punten* |
| *Content* | *Alle 5 de punten zijn aanwezig in begrijpelijk Engels.**Ten minste 4 punten zijn aanwezig in begrijpelijk Engels.**Ten minste 3 punten zijn aanwezig en in begrijpelijk Engels.**Minder dan 3 punten zijn aanwezig en in begrijpelijk Engels.* | *9**6**3**0* |
|  Grammar | *De tekst is (vrijwel) helemaal correct.**De tekst is redelijk correct.**De tekst is matig correct.**De tekst zit vol fouten.* | *3**2**1**0* |
| *Spelling, interpunction & lay-out* | *Spelling, interpunctie en hoofdletters zijn voldoende**Spelling, interpunctie en hoofdletters zijn onvoldoende.* | *1**0* |
| *Conventions/lay-out:*1.Correct email adres2Correct onderwerp3Correcte aanhef (Dear,)4Correcte afsluitende groet5 alinea-indeling | *Alle 5 de punten zijn aanwezig en goed uitgevoerd**Ten minste 4 punten zijn aanwezig en goed uitgevoerd* *Ten minste 3 punten zijn aanwezig goed uitgevoerd**Minder dan 3 punten zijn goed uitgevoerd* | *3**2**1**0* |

**Task 62B Feedback**Work with a classmate and give each other feedback on how to improve: what went well and what can be improved? Give each other first a TOP and then a TIP:

**My TOPS**:

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**My TIPS:**