

Writing Course

How to write a postcard

Start with a greeting:	<i>Dear Susi, / Hi Susi,</i>
Say where you are:	<i>I'm writing to you from....</i> <i>Everything here in / on is ...!</i>
Say what you usually do there:	<i>Every day I go (to)....</i> <i>In the mornings I ...</i>
Say when you do it:	<i>Every afternoon we....</i>
Say how it is:	<i>The hotel isn't very nice.</i>
Say what's special:	<i>The food is...</i>
Write about the weather :	<i>The weather here is ...</i>
Say how long you'll be there:	<i>I'll be here for another two days/weeks.</i>
Finish with a closing phrase:	<i>Love, .../ Your friend,.../ Bye, Strolch</i>

How to write an e-mail

Start with a greeting:	<i>Dear Susi,... / Hi Susi,</i>
Write an interesting opening sentence:	<i>I promised to send you an e-mail about our trip to... - well here it is at last!</i> <i>Guess what happened to me today!</i> <i>Did I tell you about ...?</i>
Start a new paragraph for each new idea:	<i>We had a .../ After that.../ At lunchtime.../</i>
Finish with something personal:	<i>Mail me soon with your news.</i> <i>I hope I'll read from you soon.</i> <i>I must stop now. Please write back soon.</i> <i>Love, .../ Your friend,.../ Bye, Strolch</i>

Checklist:

- a greeting
- different adjectives (see list of adjectives)
- comparisons ((not) as ...as / more ...than)
- superlatives (the best / the most ...)
- time phrases (in the morning/at lunchtime)
- linking verbs (first/after that/later/then/ so)
- right tense (simple past / simple present / will-future)
- where?
- when?
- what?
- how? (see list of adjectives)
- why?
- weather?
- a closing phrase

Useful adjectives:

- | + | — |
|---------------|----------|
| • great | boring |
| • fantastic | terrible |
| • interesting | awful |
| • amazing | cold |
| • funny | rainy |
| • sunny | cloudy |
| • warm | windy |
| • hot | |
| • friendly | |
| • nice | |