✍️ WRITING · الكتابة · LESSON 07

An Informal Email

رسالة إلكترونية غير رسمية

Informal letter / email

2nd Bac
السنة الثانية باكالوريا

TEACHME AMINE

💡 رسالة غير رسمية: تحية ← الرد على أخبار صديقك ← أخبارك ← خاتمة ودّية.

🎯 **Write an email (120–140 words) to a friend about a volunteering day in your neighbourhood.**

THE PLAN تصميم النص

1. **Greeting + friendly opening**
2. **What happened**
3. **How you felt**
4. **Invitation / question + friendly ending**

THE WRITING PROCESS · مراحل الكتابة

1 Think	2 Plan	3 Write	4 Check	5 Share
أفكّر	أخطّط	أكتب	أراجع	أشارك

USEFUL LANGUAGE · عبارات مفيدة

- Hi / Hello …,
- How are you?
- I'm writing to tell you about…
- Guess what?
- You won't believe it, but…
- Why don't you come?
- Write back soon,
- Take care / Love,

MODEL TEXT نص نموذجي



Hi Salma,

How are you? I hope your exams went well! I'm writing to tell you about the amazing day I had last Saturday.

Our neighbourhood association organised a clean-up day. More than forty people turned up, from kids to grandparents! We picked up rubbish, painted the school walls and planted twenty trees in the park.

I was exhausted at the end, but I felt really proud. It's great to see how much we can change when we work together.

We're planning another one next month. Why don't you come? It would be fun to do it together!

Write back soon,

Nada

ANALYSE THE MODEL حلّل النموذج

1. Why is Nada writing?
2. What did the volunteers do?
3. How did Nada feel?
4. Find three informal expressions.

CHECKLIST لائحة المراجعة

- [ ] I answered the task. · أجبت عن الموضوع.
- [ ] I followed the plan. · احترمت التصميم.
- [ ] I used linking words. · استعملت أدوات الربط.
- [ ] I checked capitals, punctuation and spelling. · راجعت الحروف الكبيرة والترقيم والإملاء.
- [ ] I checked verbs and tenses. · راجعت الأفعال والأزمنة.

ANSWER KEY الأجوبة

Analyse the model

1. To tell Salma about a volunteering day.
2. Picked up rubbish, painted school walls, planted trees.
3. Exhausted but proud.
4. Hi Salma / How are you? / Why don't you come? / Write back soon

SELF-CHECK · أقيّم نفسي

★ I understand · أفهم	★★ I can practise · أطبّق	★★★ I can use it · أستعمل

MY NOTES · ملاحظاتي