

Notes and messages

1 Read these three notes and messages. In your notebook, write one sentence to explain the situation in each one.

a

Mum,
My friend Philip has had an accident. He fell and hurt his knee when we were playing basketball at school. The sports teacher took him to St Andrew's Hospital. I've gone to see him. Can you come and pick me up there after work?
Kate xxx
PS Can you bring him some magazines, 'Basketball Giants' or something? Phil's really bored.

b

Jamie,
I wanted to ask you if I could borrow your laptop but you weren't here. I need it to write up a project at school. I've taken it to school but I promise I'll look after it. You don't mind, do you? After all, that's what brothers are for! I'll bring it back asap.
Zara

c

Jenna,
I was really sorry to hear that you're ill 😞. I only found out yesterday when Martha told me. I know you don't want any visits at the moment, so I'm sending this note and some chocolates. I hope you can eat them! Don't worry about maths, physics, French, etc. I've taken notes for you and I'll give them to you when I see you.
Get well soon!
Sam

2 Look at the notes and messages again. In your notebook, complete the information in the Writing bank.

WRITING BANK

Useful expressions in notes and messages

- In notes and messages, it is normal to begin simply with the name of the person we are writing to.
- We often use abbreviations like PS or [redacted] to keep messages short.
- We use expressions like I was really [redacted] when we are writing about bad news, or Congratulations! when you are happy for somebody.
- We use the expression [redacted] to say we want somebody to recover from an illness or accident quickly.

3 Match the abbreviations and their meanings. Write the answers in your notebook.

- | | |
|--------|---|
| 1 PS | a as soon as possible |
| 2 e.g. | b here is some additional information to my letter or note (Latin: <i>post scriptum</i>) |
| 3 NB | c for example (Latin: <i>exempli gratia</i>) |
| 4 asap | d and other things of the same type (Latin: <i>et cetera</i>) |
| 5 i.e. | e Please pay special attention (Latin: <i>Nota Bene</i>) |
| 6 etc. | f that is, this is exactly what I mean (Latin: <i>id est</i>) |

Practice makes perfect

4a Look at the task and write the message. Use the expressions from the Writing bank and the abbreviations from 3.

You've just gone to visit your friend at his home because he hasn't been at school for two days. He's just gone out to see the doctor. You don't have your mobile phone so leave him a message. Include this information:

- find out how he is
- find out what he has done in the last two days
- tell him what you've done at school
- tell him some news about one or two of your friends.

WRITING BANK ► PAGE 163

4b Give your message to your partner. Write a reply to your partner's message.

⚡ BUZZWORD

flunami – an extremely large increase in the number of people suffering from flu

So many people have fallen ill recently that it's like a flunami has hit our school!