

Cambridge First formal and informal emails key word sentence transformations B2 First Writing Part Two/ Use of English Part Four

Instructions for teachers

Photocopy, cut up and fold one set of cards per group of two to four students, with the fold going vertically along the middle of the cards so that the cards that transform into each other are on either side of the same card, like the heads and tails of coins.

Students should place the cards in vertical column on the table. It doesn't matter which side is up first. They need to go from the bottom to the top of the column without making mistakes to win the game, each time correctly saying what is on the other side of the card in order to be able to move onto the next one. The thing on the other side of the card uses the word in capitals to say something with the same meaning but the opposite level of formality.

If the person whose go it is makes a mistake, the next person does the same thing, also starting right at the bottom of the column. The first person to go through all 11 cards without making any mistakes wins the game. They must say exactly what is written on the other side, even when other things might be correct. All cards which are guessed correctly should be turned over, so that students get practice in transforming the sentences in both directions.

Cards to cut up/ Suggested answers

Thank you very much for your email, which I received yesterday. GOT	Got your mail yesterday. RECEIVED
I am writing to you in order to... 'M	I'm mailing to... ORDER
I am writing to you in connection with... ABOUT	Writing about... CONNECTION
Thank you very much for your rapid reply. THAT	Wow! That was quick! VERY

<p>It seems so long since we last had the chance to meet. AGES</p>	<p>It's been ages, hasn't it? LAST</p>
<p>I hope you and your family are well. THINGS</p>	<p>How are things? HOPE</p>
<p>Please find the schedule attached. 'S</p>	<p>Here's the schedule. ATTACHED</p>
<p>I look forward to hearing from you soon. TOUCH</p>	<p>Keep in touch! LOOK</p>
<p>If you require any further information, please do not hesitate to contact me. LINE</p>	<p>If you need more info, just drop me a line. REQUIRE</p>
<p>I hope we have the chance to meet again soon. SEE</p>	<p>Can't wait to see you again! CHANCE</p>
<p>I hope that is acceptable with you. SOUND</p>	<p>Sound okay? ACCEPTABLE</p>
<p>Yours sincerely LOTS</p>	<p>Lots of love SINCERELY</p>