

An informal letter (Reading and grammar)

Description: Filling the gaps in an informal letter.

Use with or after: *English Network Certificate Skills, Unit 9.*

Skill: Reading and grammar.

Focus: Practice for *Language Elements part 1* of the TELC exam.

Time: 10 minutes

Preparation:

- Print out the second page of this file.
- Make a copy for each student and cut on the dotted line to remove the key.

Procedure:

- Make sure the students understand the instructions at the top of the worksheet.
- Students work individually and silently to complete the text.
- Alternatively, you could assign this as homework.
- Distribute the key when they are finished.

Read this informal letter and decide which word or phrase a, b or c is missing in each gap.

Dear Frank,

Thanks for your post card from Paris. Glad to hear you had 1) _____ a good time there. I don't think I would have enjoyed 2) _____ that opera, but I'm glad you did! And I don't think I could have afforded 3) _____ in that fancy restaurant. I hope you were able to avoid 4) _____ in that awful Paris traffic. Sorry I wasn't home when you returned, but I 5) _____ go on a business trip. I tried 6) _____ the dates, but my boss wanted 7) _____ right away. But I 8) _____ back a week from Monday, so we can see 9) _____ then. I'm looking forward to 10) _____ all your photos from Paris.

Best regards,

- | | | | |
|--|--|---|---|
| 1. a) much
b) so
c) such | 4. a) driving
b) drove
c) to drive | 7. a) me going
b) me to go
c) that I go | 10. a) have seen
b) see
c) seeing |
| 2. a) seeing
b) to have seen
c) to see | 5. a) had to
b) must
c) must have | 8. a) am
b) come
c) will be | |
| 3. a) eating
b) that I ate
c) to eat | 6. a) changing
b) to change
c) to push | 9. a) each other
b) ourselves
c) us | |

Key: 1 c, 2 a, 3 c, 4 a, 5 a, 6 b, 7 b, 8 c, 9 a, 10 c

