Lesson 12 — Writing an Informal Email

Name: _____ Class: 8 ____ Date: _____

31 useful words and phrases. Read each item, study the Uzbek meaning and the example sentence, then do the exercises.

A. An email and its parts

#	English	Uzbek	Example sentence
1	**an email**	elektron xat	I got a long **email** from my cousin in Samarkand this morning.
2	**an email address**	elektron pochta manzili	Write your **email address** clearly, so I can answer you.
3	**the subject line**	mavzu qatori (xat nima haqida)	Always write a short title in the **subject line**.
4	**a greeting**	salomlashish (xat boshida)	Start your email with a short **greeting**, for example ‘Hi Nodir!’
5	**the sender**	jo‘natuvchi	The **sender**’s name is at the end of the email.
6	**a reply**	javob xati, javob	I sent Kamola an email, but there’s no **reply** yet.
7	**write back**	javob yozmoq	Please **write back** soon and tell me about your new school.
8	**an attachment**	ilova (xatga biriktirilgan fayl)	I’m sending the photos of my models as an **attachment**.
9	**receive**	olmoq (xat, xabar)	Did you **receive** my email with the photos?
10	**a penfriend**	yozishma do‘sti (xat orqali do‘st)	My **penfriend** lives in Italy, and we write to each other every month.

B. Style, names and endings

#	English	Uzbek	Example sentence
11	**formal**	rasmiy	We write **formal** emails to teachers and companies, not to friends.
12	**unfriendly**	samimiy bo‘lmagan, sovuq	His reply was short and **unfriendly**, so I felt sad.
13	**first name**	ism (familiyasiz)	At the end, write only your **first name**: Dilnoza.
14	**surname**	familiya	In an email to a friend, you don’t need your **surname**.
15	**sign**	imzo qo‘ymoq (oxirida ismini yozmoq)	Don’t forget to **sign** your email with your name.
16	**Love**	mehr bilan (xat oxirida)	Nodira ends her emails to her family with ‘**Love**, Nodira’.
17	**Best wishes**	eng yaxshi tilaklar bilan (xat oxirida)	Our teacher ends her emails with ‘**Best wishes**, Ms Karimova’.
18	**Lots of love**	ko‘p-ko‘p mehr bilan (yaqinlarga)	Grandma always finishes her messages with ‘**Lots of love**’.

C. Friendly linking words

#	English	Uzbek	Example sentence
19	**well**	xo‘sh, demak (gap boshida)	**Well**, I’m at school until three, but after that I’m free.
20	**anyway**	xullas, nima bo‘lganda ham	**Anyway**, I’d better go now — dinner is ready.
21	**by the way**	aytgancha	**By the way**, my brother says hello to you!
22	**actually**	aslida	I said I hate bowling, but **actually** it’s quite fun.

D. Hobbies and invitations

#	English	Uzbek	Example sentence
23	**make models**	model (maket) yasamoq	My cousin **makes models** of old planes and ships.
24	**invite**	taklif qilmoq	I want to **invite** my penfriend to Tashkent next summer.
25	**an invitation**	taklif, taklifnoma	Thanks for the **invitation** — I’d love to come!
26	**go for a bike ride**	velosipedda sayr qilmoq	Why don’t we **go for a bike ride** on Saturday morning?
27	**go shopping**	xarid qilgani bormoq	Do you fancy **going shopping** at the new mall?
28	**meet friends in town**	shaharda do‘stlar bilan uchrashmoq	On Sundays I often **meet friends in town** for an ice cream.
29	**play table tennis**	stol tennisi o‘ynamoq	How about **playing table tennis** after school?
30	**let me know**	menga xabar bermoq, bildirmoq	**Let me know** if you can come on Friday.
31	**book the tickets**	chiptalarni oldindan band qilmoq	Tell me which film you want, and I’ll **book the tickets** online.

Reading — today's words in context

Read the text. The words in **bold** are from today's list — cover the table above and try to understand them from the sentence.

Dilnoza's reply to her penfriend

To: emma.clarke@fastmail.com · Subject: My free time

Hi Emma!

Thanks for your **email**. Sorry I didn't reply sooner — we had exams last week. I liked hearing about your swimming club. That's great!

You asked about my free time. **Well**, I'm at school until three o'clock, but after that I have two hobbies. I play the dutar — I started two years ago and my aunt taught me. I practise for about an hour a day.

My other hobby is photography. I take photos of my little brother and our cat. **By the way**, I'll send you some photos as an **attachment** next time!

Would you like to write to me in Uzbek one day? How about sending one short sentence in each email? **Anyway**, I'd better go now — I've got maths homework.

Please **write back** soon! Say hello to your family from me.

Love, Dilnoza

Answer the questions in one sentence.

1. Why didn't Dilnoza reply sooner?

2. Which two hobbies does she write about?

3. Who taught her to play the dutar, and when did she start?

4. What does she invite Emma to do?

5. Find the phrase she uses to finish the main part of the email.

6. How does she sign the email?

Exercise 1 — Gap fill

Complete the sentences with one word or phrase from the list.

1. Check the _____ _____ before you press 'Send' — one wrong letter and your friend won't get it. (e… a…)

2. Write two or three words in the _____ _____, for example 'My free time'. (s… l…)

3. _____ your email! It was good to hear from you. (Th… for)

4. _____ I didn't reply _____ — I was very busy at school.

5. You _____ _____ my free-time activities. _____, I play chess twice a week.

6. _____, I had an exam last week and I passed!

7. _____ _____ _____ come to my house on Sunday? (W… you l… to)

8. We got an _____ to my cousin's birthday party yesterday. (i…)

9. _____ _____ meeting at four o'clock? (How a…)

10. Please _____ _____ _____ if you can come to my party on Sunday. (l… m… k…)

11. That's _____ _____ _____. Write soon!

12. I _____ three emails from my penfriend last week. (r…)

Exercise 2 — Match the word with its Uzbek meaning

#	English		Uzbek
1	actually	a)	jo‘natuvchi
2	well	b)	stol tennisi o‘ynamoq
3	play table tennis	c)	aslida
4	first name	d)	olmoq (xat, xabar)
5	invite	e)	rasmiy
6	an invitation	f)	taklif, taklifnoma
7	an email	g)	ism (familiyasiz)
8	receive	h)	elektron xat
9	formal	i)	taklif qilmoq
10	the sender	j)	xo‘sh, demak (gap boshida)

Exercise 3 — Your own sentences

Write 4 true sentences about yourself, your family or your school — one word from each section (A-D). Underline the word you use.

1. _____

2. _____

3. _____

4. _____

Homework

1. Laser A2 Workbook p. 15, ex. 1–3 (kalendar reja).
2. Learn the 31 items with the flashcards: sozlar.com/vocab/cards/?set=grade8-lesson12
3. Do‘stingizga qisqa xat yozing (uch xatboshi, 60–80 so‘z) — keyingi darsda o‘qiymiz.

Memory tasks (optional — choose one)

Students need to meet a word 5–7 times before they really know it.

1. **Sentences (tonight).** Write 8 true sentences using words from the list — at least one from every section.
2. **Flashcards.** sozlar.com/vocab/cards/?set=grade8-lesson12 — listen to each word, then test yourself English → Uzbek and back.
3. **Short text (50–60 words).** Use at least six words from the list.
4. **Speaking.** Tell a partner about the topic for 30 seconds without stopping, using ten words from the list.

Answer key (teacher's copy)

Do not hand this page to the students.

Reading questions: 1. They had exams last week.; 2. Playing the dutar and photography.; 3. Her aunt; she started two years ago.; 4. To write to her in Uzbek — one short sentence in each email.; 5. 'I'd better go now.'; 6. 'Love,' and her first name.

Exercise 1: 1. email address; 2. subject line; 3. Thanks for; 4. Sorry · sooner; 5. asked about · Well; 6. Anyway; 7. Would you like to; 8. invitation; 9. How about; 10. let me know; 11. all for now; 12. received

Exercise 2: 1-c 2-j 3-b 4-g 5-i 6-f 7-h 8-d 9-e 10-a