

Email: I need a favour!



1. Read the email and answer the questions below.

To: Holly

Subject: Party: I need a favour!

From: Jane

Dear Holly,

How are you?

I am writing to you about the surprise birthday party for Lora this Friday. I need to ask a favour! Could you please pick up the cake? Tom said he would but he has to work late and I have to organise everything for the party.

The bakery is on the corner of Smith and Collin's street, number 9, you can't miss it. The cake should be chocolate sponge with chocolate frosting – you know how much Lora loves chocolate! ☺ The cake costs £40. If you pay for it, I can pay you back at the party in cash or transfer the money to you. What would you prefer?

Do you think you could pick up the cake on your way to the party? It would be really helpful!

Thanks Holly!

Best wishes,

Jane

1. Why is Jane writing to Holly?
2. Is the bakery difficult to find?
3. Why can't Tom pick up the cake?
4. Does Lora know about the party?
5. How does Jane offer to pay Holly back for the cake?



2. Read Holly's response and answer the questions below.

To: Jane

Subject: Re: Party. I need a favour!

From: Holly

Hello Jane,

I am fine thank you. I hope you are well too.

I'm afraid I am coming to the party quite late. I have two birthday parties in one night! So, I am going to Jeff's birthday from 6-9pm and then I am coming to Lora's party straight after. I should be there at around 10pm, which I think is too late for the cake!

I'm very sorry I wish I could help!

Why don't you ask Peter? Doesn't he live round the corner from Collin's street?

Good luck!

Best wishes,

Holly

1. Why can you see *Re:* in the subject line?
2. Can Holly pick up the cake for Jane? Why/Why not?
3. Is Holly doing anything between Jeff and Lora's birthday?
4. Why does Holly use the phrase *I'm afraid*? Can you think of a synonym for the same context?
5. Does Holly feel bad that she can't help? How do you know?
6. Why does Holly recommend asking Peter?

To: Holly

Subject: Re: Re: Party – I need a favour!

From: Jane

Hi Holly,
No problem!

Wow! Two birthday parties in one night. Aren't you popular! 😊

Good idea! I'll ask Peter if he can pick it up.

Looking forward to seeing you at the party!

Best wishes,
Jane

To: Peter

Subject: Party – I need a favour!

From: Jane

Hi Peter,

How are you?

I have a favour to ask. Could you pick up Lora's birthday cake for the party this Friday? Tom was meant to get it but he can't now because of work. It's the bakery just next to your place. I remember you got your wedding cake from there, that's how I know about it! 😊

It's a chocolate cake and it's £40. I'll pay you at the party or transfer the money to you. Let me know if you can!

Best wishes,

Jane

