

Email: I need a favour!



1. Read the email and answer the questions below:

To: Holly
Subject: Party. I need a favour!
From: Jane
<p>Dear Holly, How are you?</p> <p>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.</p> <p>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?</p> <p>Do you think you could pick up the cake on your way to the party? It would be really helpful!</p> <p>Thanks Holly!</p> <p>Best wishes,</p> <p>Jane</p>

1. Why is Jane writing to Holly? **Jane is writing to Holly because she needs someone to pick up the cake for Lora's surprise birthday party.**
2. Is the bakery difficult to find? **No, the bakery is easy to find.**
3. Why can't Tom pick up the cake? **Because he has to work late.**
4. Does Lora know about the party? **No, she doesn't. It's a surprise.**
5. How does Jane offer to pay Holly back for the cake? **She offers to pay in cash or by bank transfer.**

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

To: Jane
Subject: Re: Party. I need a favour!
From: Holly
<p>Hello Jane,</p> <p>I am fine thank you. I hope you are well too.</p> <p>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!</p> <p>I'm very sorry I wish I could help!</p> <p>Why don't you ask Peter? Doesn't he live round the corner from Collin's street?</p> <p>Good luck!</p> <p>Best wishes,</p> <p>Holly</p>

1. Why can you see *Re:* in the subject line? **Reply**
2. Can Holly pick up the cake for Jane? Why/Why not? **Holly can't pick up the cake because she has two birthday parties. So, she is going to Lora's party quite late.**
3. Is Holly doing anything between Jeff and Lora's birthday? **No, she isn't. She is going to Lora's party *straight after Jeff's*.**
4. Why does Holly use the phrase *I'm afraid*? Can you think of a synonym for the same context? **She uses *I'm afraid* to present bad news. A synonym in this context would be *I'm sorry or Unfortunately*.**
5. Does Holly feel bad that she can't help? How do you know? **Holly does feel bad that**

she can't help. She uses the phrase *I'm very sorry I wish I could help!*

6. Why does Holly recommend asking Peter? **Holly recommends asking Peter because he lives close to the bakery.**

To: Holly
Subject: Re: Re: Party – I need a favour!
From: Jane
<p>Hi Holly,</p> <p>No problem!</p> <p>Wow! Two birthday parties in one night. Aren't you popular! 😊</p> <p>Good idea! I'll ask Peter if he can pick it up.</p> <p>Looking forward to seeing you at the party!</p> <p>Best wishes, Jane</p>

To: Peter
Subject: Party – I need a favour!
From: Jane
<p>Hi Peter,</p> <p>How are you?</p> <p>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! 😊</p> <p>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!</p> <p>Best wishes, Jane</p>

