

AN EMAIL TO AN EDITOR (BOOK REVIEW) - SAMPLE

receiver's email	→ To: morcenet.editor@gmail.com	start with: 'Dear Mr/Mrs/Ms + surname' or 'Dear Sir/Madam' if you don't know the person's name
sender's email	→ From: leila.moutawakil@hotmail.com	
subject of your email	→ Subject: Best Book Review Contest	
Write opening remarks and reason for writing	<p style="text-align: center;">Dear Sir/Madam,</p> <p>→ I am writing in a)..... to the announcement you published in your website regarding the Best Book Review Contest. I would be grateful if you could consider my contribution.</p>	
give general information about the book	<p style="text-align: center;">I have recently read Eragon by fifteen-year-old American author Christopher Paolini. It is a b)..... book that tells the story of a young boy whose life completely changes after he finds a strange stone and becomes a dragon rider. The novel was made into a movie, Eragon, in 2005.</p>	
write a summary of the story & describe the main characters	<p style="text-align: center;">The story is c)..... in an imaginary world called Algaesia and revolves around a young farm boy, Eragon, who comes across a mysterious stone in the mountain. A few months later, a blue dragon, Saphira, comes out of the stone and soon friendship was established between the young boy and the young dragon. When an evil king, Galbatorix, finds out about the boy and his mysterious dragon, he sends his soldiers to capture them. Helped by a group of rebels, Eragon and Saphira fight against the cruel king and his servants.</p>	
express opinion & give examples of what you liked or didn't like about the book	<p style="text-align: center;">I enjoyed reading Eragon for many reasons. First, the young writer has created an amazing fantasy world full of adventure and magic. Also, the story contains interesting d)..... each with a distinct personality, but all united to fight for a common noble cause. The bond between the dragon and his rider, Eragon, is unbreakable and allows them to accomplish the impossible. Moreover, the story is entertaining and is e)..... omnipresent, making it hard to stop reading. Finally, the style is simple and straightforward, which makes the novel readable by even young children.</p>	
give general comments & recommendation	<p style="text-align: center;">In brief, it is no surprise that Eragon is best-seller and a box office hit. Packed with action and heroic characters, the story is catching and fun to read. It appeals both to young children and adults. I strongly f)..... reading it.</p>	
write closing remarks	<p style="text-align: center;">I hope you will like my review; and I look forward to seeing it published in your website. Thank you very much for this opportunity.</p>	
	<p>Yours faithfully, <i>Leila Moutawakil,</i> Leila Moutawakil,</p>	<p>Close your letter with "Yours sincerely", if you know the person's name or Yours faithfully if you don't + your full name & signature.</p>

AN EMAIL TO AN EDITOR (BOOK REVIEW) - ACTIVITIES

1. Read the following example writing task and underline the key words.

MORCE-NET is organizing a contest of the best book review and has published the announcement on its website, inviting all interested students to send their contributions by email.

Write a review of a book you recently read and liked and get a chance to win a prize and have your review published on MORCE-NET's website.

2. Read this example email to an editor and the book review, studying the tips in the margins.

3. Read the book review again and answer these questions.

- a. What is the title of the book
- b. Who is the author?
- c. What is the story about?
- d. Who are the main characters?
- e. What did Leila like about the book?
- f. Why does Leila recommend reading the book?

4. Fill in each gap in the review with an appropriate word from the list.

characters - fantasy - recommend - response - set - suspense

5. Read the following writing task and underline the key words.

Your teacher has asked you to write a review of your favourite book to be published in the school's magazine.

Write a book review to be sent to the editor of the magazine, saying why you recommend it to other students.

Plan
<u>Part 1</u> : email info, opening remarks & reason for writing
<u>Part 2</u> : book review Introduction: Parag. 1: background information about the book Main body: Parag. 2: summary of the story and main characters Parag. 3: opinion, what you liked and/or what you didn't like about the book. Conclusion: <u>Parag. 4</u> : general comments and recommendation
Part 3: email closing remarks and signature

6. Use the tips and the plan above, and then write your composition.

1. d
2. g
3. e
4. c
5. f
6. a
7. b

5.

- a. response
- b. fantasy
- c. set
- d. characters
- e. suspense
- f. recommend

4.

1. Eragon.
2. Christopher Paolini.
3. It's about the friendship between a dragon and a young boy and their fight against a cruel king and his servants.
4. Eragon, the young boy – Saphira, the dragon - Galbatorix, the king
5. She liked the adventure, the magic, the characters, the suspense and the style.
6. Because the story is catching, it is fun to read and can easily appeal to both children and adults.

3.