**ESCUELA NORMAL DE EDUCACIÓN PREESCOLAR**

**ENGLISH B1.2**

**UNIT 3 “LEND A HAND”**

**WRITING**

***Before You Write***

Read the notes. Then complete the chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Hi Matt,  Could I borrow your notes from yesterday? I wasn’t feeling well, so I missed class. Thanks! Joe |  | 2. Mom,  Can I use your car tonight? I want go to a movie with Lisa and some friends. Pleeeease! Love, Pam |  | 3. Mr. Lawrence,  My refrigerator is still leaking. I was wondering if you could call someone to repair it.  Ms. Lee (Apt. 3B) |
|  |  |  |  |  |
| 4. Maggie, Would you mind doing my laundry tonight? I have a big test tomorrow.  Thanks, Gina |  | 5. Frank,  Would it be OK if we postponed our meeting? I’m still working on that report.  Jim |  | 6. Hi Sue,  Do you mind if I borrow your black dress tonight? I have a date with Hank!  Tyra |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Writer** | **Reader** | **Request** | **Reason** |
| 1. | classmate | classmate | borrow notes | missed class |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

***Your First Draft***

A Think of requests for three different people. Complete the chart.

|  |  |  |
| --- | --- | --- |
| **Person** | **Request** | **Reason** |
|  |  |  |
|  |  |  |
|  |  |  |

B Write a note for each request. Use the information in your chart and the notes   
above as a model.

* **WRITING – WHILE I’M AWAY**

Write a message to a friend asking for **six favors** while you go on a long vacation. Explain why you need help. **Include direct and indirect requests.**

