

Unit 1

INFORMAL EMAILS AND LETTERS

p15

EXERCISE QUESTION Write an email to a friend. Tell them some recent news, talk about your plans and ask them for some advice.

Start with *Hi* or *Dear* and the name (not surname) of the person you are writing to.

Use contractions and the short form of words (e.g. *I'm*, not *I am*).

Use *By the way* or *Anyway* to change the subject.

Use interjections like *Oh* and *Well*.

Hi Sandra,

Thanks for your last email. Sorry it's taken me a while to reply but, I was ill all last week with flu. Luckily, I'm feeling better now.

My big piece of news is that I'm going to the US at the end of August! Our school is doing an exchange programme, so we're going to a high school in Michigan for three weeks and then, at Easter, the American students come here and stay with us. I'm really looking forward to going.

When we go, we're staying in Chicago for two or three days. You've been to Chicago, haven't you? Can you give me some tips about where to go and what to see?

Anyway, what about you? What are your plans for August? Are you going to work in that supermarket, like last year?

Write back soon. Oh, and don't forget to tell me about Chicago!

Best wishes,

Ed

Model text

Begin with introductory phrases like *Thanks for your last letter, It was great to hear from you, Sorry I haven't written for a long time or I'm writing to tell you about ...*

Use exclamation marks.

Ask questions like *How are you? How are things? Are you doing exams/ on holiday at the moment? What about you?*

End with phrases like *Write back soon, That's all for now, All the best, Bye for now, Best wishes.*

Suggested paragraph plan:

- Paragraph 1: Introductory phrases and salutations.
- Paragraph 2: Saying why you are writing the email. Giving news.
- Paragraph 3: Any additional information. Questions, etc.
- Paragraph 4: Concluding phrases.