Writing

AN INFORMAL EMAIL

From: Anna
To: johnston586@gmail.com
Subject: News!

Hi Sue,

Sorry that I havent been in touch for a while, but I've been ill. I got flu last week and I had a temprature of 39°C, so I've been in bed since four days. I'm feeling a bit better today, so I've been catching up on my emails. Luckly my classes at university don't start till next week.

How are you? What have you been doing? Anything exciting. Here everyone are fine (apart from me and my flu!). My brother Ian has just started his new job with a software-company – I think I told you about it when I last wrote – anyway, he's really enjoying it. How are your family? I hope their well.

I have some good news – I'm going to a conference in your town in may, from 16th to 20th. Could you recomend a hotel where I could stay in the centre of town? It needs to be somewhere not too expensive because the university is paying. I'll have a free half-day for siteseeing. Do you think you'll be able show me around? That would be great.

Well, that's all for now. Please give my regards to your family.

Hope to hear from you soon.

Take care,

Anna

Beginning an informal email
When you are writing an informal email, it is more usual to start with *Hi* than with *Dear*.

a Read the email from Anna. It has 12 highlighted mistakes, four grammar or vocabulary, four punctuation, and four spelling. With a partner, decide what kind of mistake each one is and correct it.

b Read Anna's email again and find sentences that mean…

I haven't written or phoned.
I've been reading and replying to my emails.
Have you been doing anything exciting?

c You're going to answer Anna's email. Look at the **Useful language** expressions and try to complete them.

Useful language: an informal email

Opening expressions
Thanks 1 _____ *your email / letter.*
It was great 2 _____ *hear from you.*
Sorry for 3 _____ *writing earlier / sorry that I haven't been in touch for a while.*
I 4 _____ *you and your family are well.*

Responding to news
Sorry 5 _____ *hear about your exam results.*
Glad to 6 _____ *that you're all well.*
Good 7 _____ *with the new job.*
Hope you 8 _____ *better soon.*

Closing expressions
Anyway, / Well, that's all 9 _____ *now.*
Hope to hear from you soon. / Looking 10 _____ *to hearing from you soon.*
11 _____ *my regards (love) to...*
Take 12 _____ */* 13 _____ *wishes / Regards / (Lots of) love from...*
14 _____ (= something you forgot and want to add) *Please send me the photos you promised.*

d **Plan** the content of your email.

1 Underline the questions in the email that Chris wants you to answer.
2 Underline other places in the email where you think you need to respond, e.g. *I've been ill.*
3 Think about how to respond to each of the things you've underlined.

e **Write** 120–180 words, in two or three paragraphs. Use informal language (contractions, etc.), and expressions from **Useful language**.

f **Check** your email for mistakes (grammar, punctuation, and spelling).

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