

Informal Letters and E-mails

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| <p>1. Opening</p> | <ul style="list-style-type: none"> ▪ Dear Tom, ▪ Hi Tom, ▪ Hello Tom, |
| <p>2. Initial greetings</p> | <ul style="list-style-type: none"> ▪ I hope you are well. ▪ It was great to hear from you. ▪ Thank-you for your last letter/ e-mail/ postcard... ▪ I'm sorry that I haven't written in such a long time. |
| <p>3. Main body Referring to news</p> | <ul style="list-style-type: none"> ▪ Great news about... ▪ I'm glad to hear that... ▪ Sorry to hear about... |
| <p>Giving news</p> | <ul style="list-style-type: none"> ▪ Did I tell you about ... ▪ I thought you might want to know that... ▪ By the way, have you heard that... ▪ Just to let you know that... |
| <p>Invitations</p> | <ul style="list-style-type: none"> ▪ I'm <i>having a party on Friday</i>. I hope you'll be able to come. ▪ Would you like to <i>come for dinner</i> with me? ▪ I was wondering if you'd like to... |
| <p>Responding to invitations</p> | <ul style="list-style-type: none"> ▪ Thanks very much for your invitation. I'd love to come. ▪ Thank-you so much for inviting me to..., but i'm afraid I won't be able to make it. |
| <p>Requests</p> | <ul style="list-style-type: none"> ▪ I was wondering if I could ask a favour of you. ▪ I'm writing to ask for your help. ▪ I hope you don't mind me asking, but could you possibly... ▪ I'd be really grateful if you could... |
| <p>Thank-you</p> | <ul style="list-style-type: none"> ▪ I'm writing to thank you for <i>your kindness</i> ▪ It was so kind of you to <i>help me with my homework</i> ▪ Thank-you for <i>your help</i> ▪ I really appreciated your <i>hospitality last weekend</i> |
| <p>Congratulating</p> | <ul style="list-style-type: none"> ▪ Congratulations on <i>passing the exam</i> ▪ Well done for <i>passing your driving test</i> |
| <p>Good luck</p> | <ul style="list-style-type: none"> ▪ I wish you good luck with <i>your interview</i> ▪ Good luck in <i>your new job</i> ▪ I hope <i>your eye test</i> goes well ▪ Don't worry, i'm sure you'll <i>do well</i> |
| <p>Suggestions and recommendations</p> | <ul style="list-style-type: none"> ▪ Why don't you <i>try visiting New York</i> ▪ How about <i>meeting at 5pm</i>. ▪ I'm sure you will <i>enjoy the film</i> ▪ Maybe you could <i>go to a concert</i> |
| <p>4. Ending Say why you're ending the letter</p> | <ul style="list-style-type: none"> ▪ Anyway, I'd better go and <i>pick up the kids</i> ▪ I guess it's time I got on with <i>studying</i> |
| <p>Send greetings</p> | <ul style="list-style-type: none"> ▪ Give my love to <i>the children</i> ▪ Send my love to <i>John</i> ▪ Say hello to <i>Grandpa</i> |
| <p>Express hope for future contact</p> | <ul style="list-style-type: none"> ▪ I can't wait to hear from you ▪ Look forward to seeing you <i>next week</i> ▪ Hope to hear from you soon ▪ Write soon |
| <p>5. Closing statement</p> | <ul style="list-style-type: none"> ▪ Love, ▪ Lots of love, ▪ From, ▪ All the best, ▪ Take care, ▪ Best wishes, |

Practice Question

Read part of an email from a friend who is planning to come and live in your country.

Of course, I'd really need to learn the language. I know you've been learning English for years, so you've had loads of experience. Are there any tricks of the trade that might help me pick up your language a bit more quickly?

Reply to the email message offering your friend some advice.

Write your **email** in **220-260 words** in an appropriate style.