

Informal Letters and E-mails

<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.