

Writing 5: An Informal email

Your friend, Carla, is very good with computers. She has been asked by a youth club she attends to create a

website. You have received the following email from her and have made notes. Write your reply.

Write your email in 120–150 words

£5 an hour – say why an hourly rate is a good idea

Yes, definitely – say why

give my opinion and say why

give my opinion and say why

Hi Daria,

It was good to see you again last week and I'm glad you enjoyed 'my' club. I hope you'll come again.

The club is why I'm writing. They've asked me to make a website for them. They say they can pay me a little but not much. How much do you think I should ask?

Basically, I have to set it up and then update it with photos and news every weekend. I think it will take me a weekend to get it going and then two or three hours every week. The problem is, my parents are worried about my exams and might not like me doing this. Do you think I should tell them?

I know you are very good at web design. What kind of design do you think the club wants – can you give me some ideas?

Do you think a forum for club members to give their opinions about things is a good idea or not?

I'll send you the address of the site when I've got it running and you can tell me what you think of it.

Bye for now,

Carla

Model answer

Dear Carla,

Great news about the web site. You'll be famous!

You asked about money. I think £5 an hour is fair. That doesn't sound too much for all the work you will be doing. An hourly rate is a good idea or they might keep giving you extra things to do for no extra money. As for your parents, you should definitely tell them. I'm sure they'll agree if you show them that you can do your schoolwork as well.

You also mentioned the design. I think that one idea which I like is to have links down the left-hand side of the screen. I think they're easier to see. I'm not sure about a forum. They can be fun but the club might blame you if people use it to complain too much. I think it's safer not to have one.

Let me know if you have any other questions. See you soon.

Daria

React to the other person's news in a positive way.

Cover the questions about money and parents.

Cover the questions about design and content.

End the email in a friendly way.

Points to remember:

- Read the email carefully. Make sure you respond to all your friend's questions.
- Use informal language.
- Plan your email so that each paragraph has one or two answers in it on a similar topic.
- Use some useful topic vocabulary in your answer.
- Keep to the word limit. Don't write less or more than the limits given.

Useful phrases:

Reacting to good news

Great news about ...

Responding to questions

You asked about ...

As for ...

You also mentioned ...

I'm not sure about ...

Signing off

Let me know if you have any other questions.

See you soon.