

# Informal E-mail

An informal E-mail is a personal e-mail written to a relative, friend or acquaintance. There are many reasons for writing an informal E-mail and it can cover a variety of situations or events.

**Greeting:** Use first names

**Opening Paragraph:** -Use set phrases to begin your letter

-Say why you are writing

**Main part (2-3 paragraphs):**

-Describe the most interesting details

-Write about your impressions and you feelings

**Closing paragraph:**

-State anything you want to emphasise.

-Use set phrases to end your letter

**Signing off:**

-Use a signature ending and your first name below that.

## Guide to writing:

- Refer to the reader in a friendly way and use informal language.
- Use linking words/phrases (e.g. well, by the way, anyway, what's more, of course, actually, as you know, also, you see) to make your writing flow better.
- Use contractions ( e.g. I'd, can't)
- Include exclamation marks to show your excitement (e.g He is really handsome!)
- Use direct questions to make your letter more lively and personal (e.g. Doesn't it sound great?)
- Include a variety of adjectives when describing events, buildings, objects or people.

Greetings	Set phrases for opening paragraph	Set phrases for closing paragraph	Signature endings
Dear Tom,	How are you(keeping)?	Well, that's all for now.	Your friend,
	Hi! What's new?	I must go now.	Love,
	I hope you are fine.	Write soon.	All my love,
	It was nice to hear from you.	I look forward to hearing from you/ seeing you.	Take care,
	I was very happy to get your e-mail	See you soon.	
	Sorry I haven't written for so long.	Keep in touch.	
		Say hello to everyone.	

Use some of the phrases/ expressions given below in your e-mail:

To invite:

- I'd like to invite you to....
- Would you like to come to ....?
- I'm writing to invite you to ...
- I was wondering if you'd like to come to...
- How about ... ?

To accept an invitation:

- Of course I'll come to...
- That would be great!
- Thanks for inviting me ..... / your invitation.
- I'd love / be glad to come.
- How could I say no?

To refuse an invitation:

- I'm afraid I can't come because....
- I'm sorry but....
- Unfortunately, I won't be able to make it.
- It was nice of you to invite me but....
- We would have (had) a great time but...
- It would have been nice (to come), however, I...
- I have already planned something so I won't be able...

To apologise:

- (I'm afraid that) I won't be able to...
- I'm sorry but I can't...
- I don't know how to explain but....
- I apologise for...
- I'm really sorry....
- I'm sorry to say that...

# WRITING

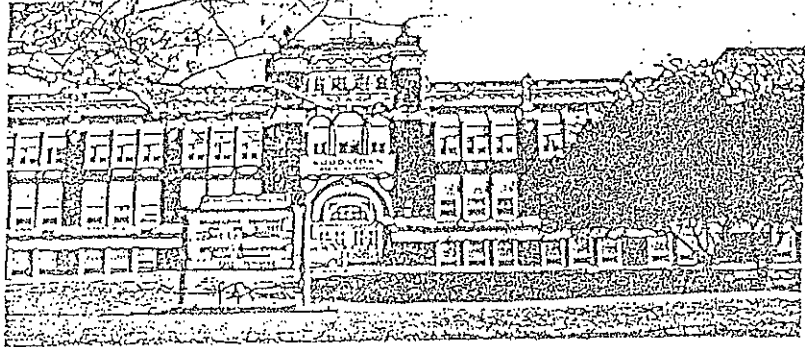
## descriptive informal letter

### Discuss the topic

- Do you write letters? Why/Why not?
- If you moved to a new neighbourhood, would you keep in touch with your old friends? Why/Why not?
- What do you write to your friends about?

### Sample writing

- I. Read the sample letter below. What do you think the relationship between the writer of the letter and the reader is?



Dear Bobby,

Sorry I haven't written for so long but I've been busy trying to come to grips with my new school. It's not easy changing schools, believe me!

Where do I start? I'll tell you about my school first. It's a five-minute walk from my house, which is handy. As you know, I hate getting up early in the morning. Anyway, it's a spacious building and has lots of facilities - a fully equipped gymnasium, a huge library, an amphitheatre and three outdoor fields for football, hockey and cricket. Cool, don't you think?

Now, about my new teachers. Most of them are alright, except for my maths teacher, who seems really strict. He's tall, thin and has a thick bushy beard. He gives us loads of work to do both in class and for homework. One good thing about him, though, is that he tells good jokes.

All in all, I can't complain. I've made two new friends who live in my neighbourhood and we've joined the cricket team together. However, I do miss you and all my other friends.

Well, I'd better finish off here. Say hello to everyone and write soon.

Take care,

John