

## EXAMS

### INFORMAL E-MAIL - FRIENDLY E-MAIL

#### ΠΑΓΚΥΠΡΙΕΣ 2019 2-ΩΡΟ

A friend from England sent you an e-mail and asked you about **your life in Cyprus** and what **your weekly schedule** is like. Write your reply giving information about:

- Your home
- Your school
- The free-time activities you enjoy

Your letter should be about 100-120 words.

**The E-mail structure should be similar to the e-mail below. The topic is different.**



From: María ( [maria@terra.es](mailto:maria@terra.es) )

To: Alice ( [alice@hotmail.com](mailto:alice@hotmail.com) )

CC:

Subject: My family

Hi Alice,

How are you? I hope you're well. Thanks for your last e-mail. This time I'm writing to tell you about my family.

My mother's name is Amparo and my father's name is Juan. My mother is 45 years old and my father is 55. My mother is a doctor and my father is a dancer. I love them both very much.

I have a horrible little brother and no sisters. His name is Fernando. He goes to the same school as me. He is 8 years old. He loves playing football, video games and annoying me! I like playing basketball and going out with my friends. I don't like school because my teacher is always angry.

We have one dog called Bobbi. He is always happy.

Well, that's all for now. I hope to hear from you soon.

Love,

María xxxxxx

From

To

Subject

Dear.....,

Opening Paragraph-the reason for writing the e-mail

2<sup>nd</sup> Paragraph: life in cyprus

home -who you live with

3<sup>rd</sup> Paragraph: your school and teachers

4<sup>th</sup> Paragraph: free-time activities you do during the week

5<sup>th</sup> Concluding Paragraph

Ending- Love,

signature

Name



## INFORMAL LETTER WRITING

### OPENING EXPRESSIONS

- Thanks for your letter.
- Thank you so much for writing.
- How are you?
- How have you been?
- How's everything going?
- I hope you are doing fine.
- Hope you are well.



### RESPONDING TO NEWS / MAKING COMMENTS



- ▶ Your last letter was a real surprise.
- ▶ What wonderful news about ...
- ▶ I've just received your letter. I'm so happy / sad to hear that...
- ▶ It was lovely to hear from you.
- ▶ It was great to get your letter.
- ▶ Sorry for not writing for so long.
- ▶ I'm sorry I haven't written for so long but I was really busy with...

### PURPOSE / WHY ARE YOU WRITING?

- ▶ I'm writing to tell you about ...
  - ▶ I would like to give you some good news about....
- my new life in....                      -my baby sister...
- the party last week...                -my visit to Paris...





# Opening Sentences for an informal letter in English

## Examples of opening sentences

Opening sentences of an Informal letter should be casual. Not so stiff as in Business letters. For examples of more formal opening sentences you should check out my business letter article.

How are you?

How have you been?

How is life treating you?

How are the kids?

I hope you are doing well

I hope you, Mike and the kids are having a great time in ...

# Ending an informal letter in English

## Examples of closing sentences - how to end an informal letter in English?

I am looking forward to seeing you,

I can't wait to see you soon,

I can't wait to hear from you,

I am looking forward to hearing from you,

I hope to be hearing from you soon,

See you soon,

Send my love to ..

I hope you are doing well,

Give my regards to..,

