

Writing

AN INFORMAL EMAIL

From: Anna
To: johnston586@gmail.com
Subject: News!

Hi Olivia,

Sorry that I **havent** been in touch for a while, but I've been sick. I got the flu last week and I had a **temprature** of 102°F, so I've been in bed **since** four days. I'm feeling a little better today, so I've been catching up on my emails. **Luckly** my college classes don't start until next week.

How are you? What have you been doing? **Anything exciting**. Here everyone **are** fine (apart from me and my flu!). My brother Mike started his new job with a **software-company** – I think I told you about it when I wrote last time – anyway, he's really enjoying it. How is your family? I hope **their** well.

I have some good news – I'm going to a conference in your town in **may**, from the 16th to the 20th. Could you **recomend** a hotel where I could stay near the downtown area? It needs to be somewhere not too expensive because my college is paying. I'll have a free half-day for **siteseeing**. Do you think **you'll be able show** me around? That would be great.

Well, that's all for now. Please give my regards to your family.

Hope to hear from you soon.

Take care,

Anna

Beginning an informal email

When you are writing an informal email, it is more usual to start with *Hi* than with *Dear*.

- Read the email from Anna. It has 12 **highlighted** mistakes, four grammar or vocabulary, four punctuation, and four spelling. With a partner, decide what kind of mistake each one is and correct it.
- Read Anna's email again and find sentences that mean...
 I haven't written or called.
 I've been reading and replying to my emails.
 Have you been doing anything exciting?
- You're going to answer Anna's email. Look at the **Useful language** expressions and try to complete them.

Useful language: an informal email

Opening expressions

Thanks ¹_____ your email / letter.
 It was great ²_____ hear from you.
 Sorry for ³_____ writing earlier / Sorry that I haven't been in touch for a while.
 I ⁴_____ you and your family are well.

Responding to news

Sorry ⁵_____ hear about your final grades.
 Glad to ⁶_____ that you're all well.
 Good ⁷_____ with the new job.
 Hope you ⁸_____ better soon.

Closing expressions

Anyway, / Well, that's all ⁹_____ now.
 Hope to hear from you soon. / Looking ¹⁰_____ to hearing from you soon.
¹¹_____ my regards (love) to...
 Take ¹²_____ / ¹³_____ wishes / Regards / (Lots of) love from...
¹⁴_____ (= something you forgot and want to add) Please send me the pictures you promised.

- Plan** the content of your email.
 - Underline the questions in the email that Anna wants you to answer.
 - Underline other places in the email where you think you need to respond, e.g., *I've been sick*.
 - Think about how to respond to each of the things you've underlined.
- Write** 120–180 words, in two or three paragraphs. Use informal language (contractions, etc.) and expressions from **Useful language**.
- Check** your email for mistakes (grammar, punctuation, and spelling).

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