

AN INFORMAL EMAIL

We write an informal email to communicate with friends, family, etc for a number of possible reasons. For example, to give advice, to make recommendations, to make plans or to share information. It is important to use an informal tone, as well as the right format for the email.

MODEL TASK: You are going to study in England for a year. Write to your English friend to tell her about your plans.

Tips

- ▶ Start with the correct greeting.
- ▶ Apologise for not writing or refer to a mail you received.
- ▶ Use contractions and colloquial language.
- ▶ Make sure you answer all the questions and organise the email so there is a clear aim in each paragraph.
- ▶ At the end, explain why you have to stop writing and use the correct expressions to end the email.

USEFUL LANGUAGE

Dear ... / Hi ...
 Thanks so much for your email.
 Sorry I haven't been in touch for a while but ...
 I've got some great news!
 I'm planning to ...
 How about meeting up ...?
 Anyway, I should get going.
 Talk to you soon
 Take care
 Send my love to ...
 Best wishes

YOUR TURN You are Charlotte. Write an informal email to reply to Paula's news. Give Paula the information she has requested, suggest some activities you could do together and invite her and her family to come and meet your family.

Compose
 Inbox
 Drafts
 Bin

To: Charlotte

Subject: **Hi!**

Hi Charlotte!

How are things with you? Sorry I haven't been in touch for a while, but I'm really busy this year preparing for my final exams.

I've got great news! I've applied to do a course in a town near Manchester! I'm so excited by the idea of going there. The course is in marketing and advertising, which is my dream career. Of course I'll have to take an English course as well.

There has been a lot of discussion with my parents about accommodation. Of course, I wanted to stay in the course accommodation, but Mum and Dad would rather I go and stay with a family. I suppose it'll help me to settle in there and obviously it'll be really good for my English.

We're planning to go over to Manchester at the beginning of September to get to know the city and learn how to get around. How about meeting up and you could show me around your favourite places there?

Anyway, I should get going. I have an exam tomorrow so I have to study! I can't wait to see you and I'll keep you posted on my plans.

Take care and send my love to your family.

Best wishes

Paula

Use the correct tone of greeting.

Share your news and give some essential information.

Explain why you have to stop writing and say how much you're looking forward to carrying out your plans.

Ask your friend how he or she is and apologise for not writing earlier.

Give more details and make a suggestion.

End with the correct closing words.