

Writing L1WLO7

An Informal Email

Learning Outcome 7: Write an email of at least 75 words

EXPLORING WRITTEN ENGLISH

LANGUAGE FOR WRITING Writing Informal Emails

Informal emails are emails you send to a friend, someone in your family or another person you know well. You don't write informal emails to your boss at work or someone you don't know.

An informal email is usually short and has informal words and phrases in it (e.g. *Hi, How are you?, See you soon*).

A Look at the phrases from emails. Are they informal (I) or formal (F)?

- | | | |
|------------------------------|----------------------------|--------------------------|
| 1. Dear Sir or Madam, ____ | 5. I have some news! ____ | 8. Miss you! ____ |
| 2. Hi Sara, ____ | 6. Tell me your news. ____ | 9. Yours sincerely, ____ |
| 3. How are you? ____ | 7. See you soon. ____ | 10. Bye! ____ |
| 4. I hope you are well. ____ | | |

B Look at the informal phrases in exercise A again. Do you write them at the start, in the middle or at the end of an email? Write them in the correct group.

1. Start of email: _____ , _____
2. Middle of email: _____ , _____
3. End of email: _____ , _____ , _____

C Match the informal phrases in exercise A to the descriptions.

1. saying "hello" _____
2. saying "goodbye" _____ , _____
3. asking if someone is OK _____
4. asking someone to tell you something _____
5. saying you're unhappy because you can't see someone _____
6. saying what you're doing _____

EDITING TIPS Organizing an Informal Email

When you write an informal email, think about where to write the different parts of the email. For example, you start with *Hi ...* .

Then you start a new line with *How are you?* Then you can say how you are and give your news.

Start a new line again to ask a question or tell your friend something.

Then start a new line for the end of your email and write your (first) name under that.

WRITING TASK

GOAL You are going to write an informal email.

PLANNING A In your notebook, make notes for your email about the things below.

1. the person you want to write to
2. the questions you want to ask them
3. other things you want to tell them about what you're doing
4. how you can use different email phrases.

FIRST DRAFT B Write a first draft of your email. Write at least 75 words.

EDITING C Now use the questions below to edit your email.

- ☐ Did you use informal email phrases?
- ☐ Did you ask questions?
- ☐ Did you give information about what you're doing?
- ☐ Did you organize your email correctly?