How to write informal letters and emails

Emails: Organisation and presentation

- Present in an email format. Ideally, the email should be produced on an email package
- Customised prompts, such as the recipient’s email address and subject line may be included and completed (not included in word count)
- Include a suitable greeting and closing
- The message should be brief and clear
- Layout is flexible, but the text should be well-organised with appropriate use of paragraphs and cohesive devices

Informal letters:

- The topic will vary according to the questions
- There is very little difference between an email and an informal letter, the language is the same, informal.
- Informal letters and emails should be organised into paragraphs and start with an appropriate greeting as well as an appropriate ending.
- A general opening paragraph is appropriate, but the rest of the paragraphs should concentrate on answering the questions.
- You will be required to express opinions, give informations, show feelings, ask direct questions, etc

Useful language

Beginning the letter/email

Many thanks for your letter; it was really nice to hear from you!

It’s been such a long time since we wrote to each other!

How are you and your family? How are things (with you)? How’s it going? How is life? It was good to hear from you.

I’m sorry I haven’t written for such a long time, but.....
Introducing the topic / giving information

You remember I told you in my last letter that...

Guess what?

You asked me to recommend some places to stay in my country.

I have managed to find out some information about...

About your visit,…

Ending the letter

Once again, thanks for...

I'm looking forward to seeing you/ hearing from you / your visit ..

Well, got to go now. See you soon! All the best!

Give my love/ regards to… Give my regards to your parents

Please, keep in touch. Write back soon Best wishes!
Example:

Question: You have received a letter from your penfriend inviting you for a visit in July. Write a letter to your penfriend accepting the invitation, suggesting something you would like to do and asking what you should bring with you.

Dear Carla,

Thanks for your letter; it was great to hear from you! I’m sorry I haven’t written for ages, but I’ve been really busy preparing my exams. It’s really good news you’ve passed your driving test. Congratulations!

Thank you so much for your invitation to stay with you for a week in July; I’d love to come. I know you have a wonderful beach near your house and I’d really enjoy spending some time there. I expect that the weather will be hot, so I hope we can go swimming.

What sort of clothes should I pack? Casual or formal? Would you like me to bring anything for you? I would like to bring something special for you and your family from my country.

I’d better stop now. I hope you’re enjoying driving your car and I’m looking forward to seeing you in July! Thanks again for the invitation.

All the best

Marta