

STARTER UNIT 6

starting and ending an email

speakout WRITING TIP

We start and end emails in different ways when writing to different people.

If you write to someone close (a family member, friend, a partner etc.), use **informal** language.

Hi Jessie, See you soon! Take care, Belle

If you write to someone you don't know, or your manager, etc. use **formal** language.

Dear Mr Wright, Regards, David

1 Read the email below and answer the questions.

- 1 Is the text to Philip Shaw's brother, friend or manager? _____
- 2 Find two examples of formal language.

Dear Mr Purley,
I am at home. There are no trains this morning because the weather is bad.
Regards,
Philip Shaw
Sent from my iPhone

2 Choose the informal options to complete the email.

¹Hi/Dear Elaine!
I'm in a great restaurant with Rosie. The food is fantastic!
²See you soon/I hope to hear from you.
³Take care/Regards,
Emma

3A Rewrite parts of the email using formal words or phrases.

¹Hi Mr Stewart,
I'm at the train station. I have a problem with my car – it won't start. There aren't any trains because the weather is bad, and there aren't any taxis at the station. I'm at café waiting for a taxi but I can't work because there's no wifi.
²See you soon!
³Take care,
John.

B Rewrite the email using informal words or phrases.

¹Dear Natalie,
How are you? I'm in Rome! There are no planes to London this evening because the weather is very bad. I'm in a really nice hotel, but there's no wifi in the hotel so I'm at an internet café now.
²I hope to hear from you.
³Regards,
Rachel.

4 Write an email to a friend or your manager explaining why you aren't at work today. Use a situation from one of the photos. Use informal/formal words or phrases to start and end your email. Write 60–80 words.

