

## INTERMEDIATE UNIT 1

### formal and informal emails

#### speakout WRITING TIP

When you write an email to introduce yourself, it can be formal or informal. It all depends on who you are writing to. Formal emails have longer sentences, do not contain contractions, and use non-colloquial language. Informal emails have shorter sentences, use contractions and contain colloquial language.

#### 1 Which of these email phrases are formal (F) and which are informal (I)?

- 1 Hi ...
- 2 I would like to take this opportunity to introduce myself.
- 3 All the best,
- 4 My name's ...
- 5 Yours sincerely,
- 6 Dear ...

#### 2 Read the two model emails quickly. Which one is formal and which is informal?

Dear Colleagues,  
 Next week I will start as the new Head of the Advertising Department and I would like to take this opportunity to introduce myself to you all. I have been working in advertising for more than ten years. Before that, I studied marketing at Camford University and worked at The Daily Post for five years. I am sure my experience will benefit the Department.  
 I look forward to working with you all.  
 Yours sincerely,  
 Adam Bainbridge

Hello Paul,  
 How are you? Julie gave me your email address and said it'd be OK to contact you. My name's Danny and I'm at university with her. I'll be visiting Plymouth next weekend and Julie said maybe you'd be able to show me around. If you can, that would be great.  
 Hope to hear from you soon.  
 All the best,  
 Danny

#### 3 Read the two emails again and identify the following:

- 1 three examples of formal language (in the formal email).
- 2 three examples where the author has not used contractions (in the formal email).
- 3 three examples of colloquial language (in the informal email).
- 4 three examples where the author has used contractions (in the informal email).

#### 4 Here are some more phrases you can use in emails. Which are formal (F) and which are informal (I)?

- 1 I look forward to meeting you.
- 2 Hope you're well.
- 3 Best wishes,
- 4 Let me know!
- 5 Please do not hesitate to contact me if you have any questions.
- 6 I am writing to you to ...

#### 5 Either: Imagine that you are the new manager of a football club. Write a formal email to introduce yourself to the staff and players.

Or: Imagine that you are planning to spend the weekend in London. Your best friend, Maria, has a brother who lives there whose name is Ian. Write an informal email to Ian asking if it is possible to stay at his house for the weekend.

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#### Plan your writing

- Think about who you are writing to and what you want to say.
- Do you need formal or informal language?
- Remember to say who you are and why you are writing. Decide how you want to close the email.

#### Check your writing

- Have you used appropriate language in your email?
- Have you checked your grammar and spelling?
- Did you find any mistakes?