

UPPER INTERMEDIATE UNIT 6

an informal email

speakout WRITING TIP

Informal emails contain colloquial language and contracted forms. They often contain informal punctuation, such as exclamation marks (!) and dashes (-).

1 Which of these email phrases are informal (I) and which are formal (F)? Match each informal phrase to its formal equivalent.

- | | |
|---------------------------------------------|---------------------|
| 1 Hi Mike, | 4 Be in touch soon. |
| 2 I look forward to hearing from you again. | 5 Yours sincerely, |
| 3 All the best, | 6 Dear Sir, |

2 Read the email and answer the questions.

- Where is Erin and why is she there?
- What does Erin like most about her classes?
- What is Erin going to do now?

Hi Louis,

How are you? Thanks for your email. Sorry it's taken so long for me to reply, but I've been really busy!

I've been in London for a week now, and the language school I'm going to is great!

There are people from all over the world there, and I'm making lots of friends. The school is quite near the centre of London, so it's easy to go shopping and sightseeing.

The problem is that it's quite far from where I live, so it takes ages to get there in the morning!

I'm getting on really well with a girl from Italy called Valeria. We often work together in class, and in the afternoon she's been showing me the sights - she's been to London before, so she knows it quite well.

The best thing about the school is our teacher, Martin. He's a really good laugh! He's originally from the north of England but he's been living in London for years. The classes go by really quickly and I think my English is improving.

Well, I have to go now as I'm meeting Valeria - we're going to the British Museum.

Hope to hear from you soon, Louis.

All the best,
Erin

3 Read the model email again and find:

- Five examples of informal punctuation.

- Two examples of colloquial language.

- Four examples of contractions.

- One phrase at the beginning of the email and one phrase at the end where words have been left out.

4 Read the sentences taken from an informal email and correct the mistakes. Use the teacher's correction code at the beginning of each sentence to help you.

- [gr] I happy to hear you like your classes.

- [wo] I also have been very busy.

- [ww] I like her. We are compatible with each other.

- [sp] If you go shoping again let me know.

- [p] Its the best news I've heard all week!

- [st] I look forward to your reply.

- [v] I've been to see John last week.

5 Look at the beginning and the end of the email again. Find examples of expressions which you can use in any informal email. Match them to the informal/neutral expressions below.

- I got your last message.

- Write soon!

- How's it going?

- Best wishes,

- Sorry I haven't written for so long.

6 You've just started a new job. Write an email to a friend to describe how things are going (120-180 words).

Plan your writing

- Think about the content of your email. What is your opening message? What information do you want to include? How will you close the email?

Check your writing

- Have you used informal language and punctuation?
- Have you used contractions?
- Have you checked your grammar and spelling?
- Did you find any mistakes?