

TEEN EXPLORER 7 Writing – an informal email

Exercise 1. Read the information below.

- adresatem formalnego e-maila jest osoba, którą znasz, dlatego posługuj się prostym językiem.
- Stosuj:
 - bezpośredni styl, np. How was your trip to Zakopane?
 - potoczne słownictwo i zwroty, np. Sorry to hear about that, etc.
 - skrócone formy czasowników, np. I don't know .., etc.
 - proste zwroty powitalne i pożegnalne, np. Hi / Take care
- W nieformalnym emailu mogą pojawić się skróty lub emotikony, stosowane w wiadomościach tekstowych. Nie można ich jednak stosować na egzaminach!

Exercise 2. The the sample email below.

EMAIL MESSAGE	
From: Benjamin Newbell To: Tom Smith	
1. _____	Hi Tom,
2. _____	Thanks for your email. Sorry to hear about your weekend. How are you now? I'm writing to invite you to the dance show at the cultural centre. Would you like to join me and Peter?
3. _____	The dancers perform to jazz and modern music so it's going to be really exciting. The show starts at 7 p.m. and it's free. We're going to meet at 6.15 p.m. in front of the centre. I think Ann and Stella will come too. I'm looking forward to it. I'm sure it'll be fun.
4. _____	Write back soon an hope to see you on Saturday.
5. _____ 6. _____	Take care, Benjamin

Exercise 3. Fill in the sample email from exercise 3 with the phrases below.

Salutation / Greeting	Ending sentence	Main body
Sign off	Opening sentence	Signature

Exercise 5. Complete the email with the words below.

excited	fun	great	looking	really	dear
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EMAIL MESSAGE

(1)_____ Adam,

I'm (2)_____ about our camping weekend. It's going to be a lot of

(3)_____.! Can you bring some food to cook on the fire? I'm not

(4)_____ forward to cooking but I'm (5)_____ glad we have

the chance to spend some time together.

I'm going to the park on Thursday to play football with Greg at 6 p.m. It'll be

(5)_____. Do you want to come?

Hope you can go with us.

Take care,

Dan