INFORMAL EMAIL WRITING

Question

You have received the following email from your English-speaking friend.

> .....Thanks for inviting me to stay with you when I visit your country next month. I'm not sure how to get to your apartment from the airport. Could you write back giving me some basic instructions? What would be the best method of transport for me? I'd prefer one that isn't too expensive! Just one other thing - what will the weather be like when I get there? (Just so I'll know what clothes to pack!) .....

Remember how to organize your writing

Opening formula

Introductory paragraph

Mail Body
Subtasks

Closing Paragraph

Closing formula
Signature

LIVEWORKSHEETS

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