Writing: Giving news

1) When you are writing an email giving news, follow the plan below.

Greeting

- Greet the person you´re writing to.

Dear Harry Hi Monica Hello Jerry

Opening paragraph

Begin you email and say why you´re writing. Use the phrases like:

- How´s life?
- How have you been?
- How are things?
- Sorry I haven´t written for so long but....
- It was great to hear from you again
- You won´t believe what happened to me

Main part

Give your news. Use phrases like:

- I´ve never seen .... Before
- It was so... that..
- The good news is ....
- I also have some bad news...

Closing paragraph

State anything you want to emphasize, ask for news and end your email. Use phrases like:

- I must go now
- Write back soon
- What about you? Do you still...?
- How´s everbody?
- Say hello to...

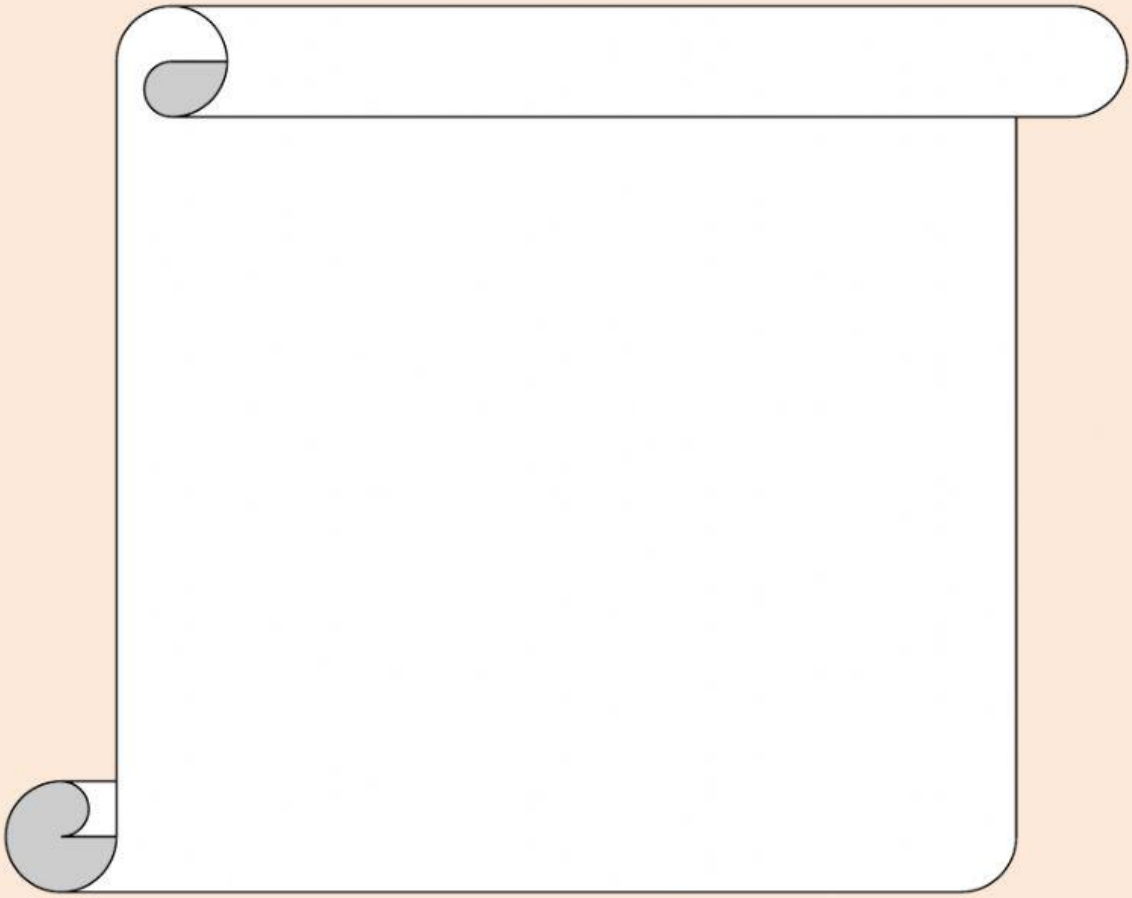
Signing off

Use a signature ending and your first name below that.

- Take care,
  Mark
- Keep in touch,
  Sonia
- Hugs and kisses,
  Chris
- Speak to you soon,
  Lorena

LIVEWORKSHEETS

2) Write an email to a friend who lives in another city to give him/ her the latest news. If you like, you can write about something that happened at school. Follow the plan above.



LIVEWORKSHEETS