

Writing informal emails – useful phrases

I Order the words to make sentences.

Remember to use capital letters and full stops/question marks.

/Ułóż zdania z podanych słów. Pamiętaj o użyciu wielkich liter i kropek/znaków zapytania na końcu zdania./

0 waiting – your – I'm – for – email / . /

I'm waiting for your email.

1 must – now – I – go / . /

2 doing – How – you – are / ? /

3 It – hear – good – from – was – you – to / . /

4 now – Bye – for / . /

5 tell – writing – I'm – you – news – about – to – friend – the – Lucy's / . /

6 doing – well – Hope – you're / . /

II Match the endings with the beginnings 1-8 to make sentences. /Połącz połówki zdań./

I haven't written sooner. as soon as possible. you're well. to thank you for my laptop.

not writing for so long. hear you're having problems with your parents. seeing you soon.

my rollerblades. to show you my photos. see you soon.

0 Sorry **I haven't written sooner.**

1 I'm writing

2 Thanks a lot for.....

3 Hope to.....

4 I hope.....

5 Let me know.....

6 I can't wait

7 Sorry to.....

8 I look forward to

9 Sorry for