

INFORMAL AND FORMAL EMAIL

FORMAL ENGLISH:	INFORMAL ENGLISH:
✓ Complete sentences (subject + verb)	✗ Not always full sentences (ex.: "But why?")
✓ No contractions	✗ Contractions (i.e. "I'm" vs. "I am")
✓ Conjunctions (i.e. but, and, if)	✗ Comma splices
✓ Fully-spelled-out words	✗ Abbreviations (ex.: "ICYMI" instead of "In case you missed it,")
✓ Transition words	✗ Lacks transition words
✓ Paragraph form	✗ More like a text message (No greeting line or sign-off)
✓ Punctuation at the end of every sentence (typically a period or question mark, not exclamation points)	✗ Lacks punctuation
✓ Greetings include "Hi {!First Name}" or "Dear Ms./Mr. {!Last Name}" or "To whom it may concern"	✗ Greetings like "hey" or "how's it going?"
✓ Sign-offs like "Sincerely" or "Best regards"	✗ Sign-offs like "Talk to you later" or "Bye"

FORMAL AND INFORMAL LETTERS

	FORMAL	INFORMAL
Name	Dear Mr/Mrs/Ms Dupuis Dear Mary	Hi/Hello Mary Mary,....(or no name at all)
Previous contact	Thank you for your e-mail of... Further to your last e-mail,... I apologise for not getting in contact with you before now.	Thanks for your e-mail. Re your e-mail,... Sorry, I haven't written for ages, but I've been really busy.
Reason for writing	I am writing in connection with... I am writing with regard to... In reply to your e-mail, here are... Your name was given to me by... We would like to point out that...	Just a short note about... I'm writing about... Here's the...you wanted. I got your name from... Please note that...
Giving information	I'm writing to let you know that... We are able to confirm that... I am delighted to tell you that... We regret to inform you that...	Just a note to say... We can confirm that... Good news! Unfortunately,...
Attachments	Please find attached my report. I'm sending you ... as a pdf file.	I've attached... Here is the...you wanted.
Asking for information	Could you give me some information about... I would like to know... I'm interested in receiving/finding out...	Can you tell me a little more about... I'd like to know... Please send me...

Here you have two links to practice about writing an email (formal/ informal). Please don't forget to have a look at your **WB pp. 114-115** to study this writing structure.

PRACTICE: - [CLICK ON THE LINK DO THE ACTIVITIES](#)
- [CLICK ON THE LINK DO THE ACTIVITIES](#)