How to write an Informal Letter.

The Writing Strategy of an Informal Thank-You Letter.

1. Write your address and the date in the top right (- hand) corner

2. Start the letter with: *Dear + Name,*

3. Ask how a person you are writing to is or express your hope she/he is well

How are you? I hope you are well. **Then express your gratitude for the received letter.**

Thanks for your letter. It was good to hear from you.

4. You are allowed to use short forms (contractions): *It's, You're, I'd* and colloquial expressions.

5. You finish the letter with: *Love, Lots of love, Best wishes,*

6. Then sign it with your name

7. If, after having finished the letter, you want to add something, do it in post scriptum. - *PS*

Ex.1 Match the missing parts of the letter (a-f) with the gaps (1-6)

1 [ ]

3 [ ] 2 [ ]

How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.

I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool . It was a laugh! I met a lot of really nice kids.

Why don't you come here in the holidays? It would be great to get together! Hope to see you soon!

4 [ ]

5 [ ]

6 [ ]

a) Dear John, ____

b) Adam ____

c) 15 Coulter Road, Ashford ____

d) PS My brother sends his love too. ____

e) 25th May 2015 ____

f) Best wishes, ____

Ex.2 Find informal words and phrases in the letter that mean:

1) thank you _____

2) very good _____

3) lots of _____

4) I think _____

5) fun _____

6) best friend _____

7) kids _____

Ex. 3 Answer the questions about Adam's letter.

1) What phrases does he use to open and close his letter?

_____

2) Which five different contractions does he use?

_____

3) What activities did each of them do recently?

_____

4) What information does he add after 'Hope to see you soon !' sentences?

_____

Ex.4 Rewrite these sentences in a more informal style.

1) Thank you for inviting me to your birthday party. It was fun!

_____

2) Adam thinks there are lots of very good places to visit near here.

_____

3) Thank you for the book. It's very good.

_____

4) I think my best friend is fun. _____

Ex.5

Imagine Adam is your penfriend. Write a reply telling him about your lifestyle. Use the writing guide to help you. Remember to use informal language and some of the useful expressions

ANSWERS:

SECTION D

(40 *marks*)

(Time suggested: 45 minutes)

Question 6

You should spend **30 minutes** *on this question.*

Your cousin is feeling the stress of studies and examinations. Based on the notes below, write a letter giving him/her tips on how to cope with the stress of studies and examinations.

SUN MON TUES WED THUR FRI SAT ✓ ✓ ✓ ✓ ✓ ✓ ✓		
• Manage time properly • Prepare a daily and weekly timetable	• Allocate time for studies, doing exercise and rest • Do not procrastinate	• Form group studies • Increase hours of revision when exam is near.

When writing out your **letter**:

- you may use the notes given
- add any other relevant information
- write in **not less than 150 words**.