Formal and informal letters and emails

1) Read the lines A-J from some letters and emails. Which are formal, which are informal? Which are beginnings? Which are endings?

a. Great to hear from you again.

b. I am writing in response to your advertisement in today's Guardian for an IT consultant.

c. Give my regards to Robert and all the family.

d. I'm sorry I haven't been in touch for so long but you know how it is.

e. Thank you for your invoice of April 16th. Please find enclosed a cheque for the full amount.

f. Write or, better still, email me soon.

g. We trust this arrangement meets with your satisfaction.

h. Just a note to say thank you so much for having me to stay last weekend.

i. Take care. I can't wait to see you next week.

j. I look forward to hearing from you at your earliest convenience.

2) Read the beginnings of these letters and emails. Match them with the next line and ending.

Beginnings	Next lines	Endings
1 Dear Jane, thanks for your email. It's great to hear from you after so long.	A We had no idea John was such a good cook!	e Let me know asap. All the best, Danny
2 Dear Mr Smith, We have received your order and payment for the Children's Encyclopaedia.	B It's good to catch up on all your news. I've been pretty busy lately too. I've just started a new job.	f We apologize for the inconvenience. Your order will be processed as soon as we receive the additional amount. Yours sincerely, Pigeon Publishing
3 Hi Pete, Any chance you're free next Saturday evening?	C Unfortunately your cheque for £90 did not include postage for £7.50.	g Let's meet soon. Give my love to Alan and the boys. Yours, Julie
4 Dear John and Liz, Thank you so much for a great evening and meal.	D Chris and Nick are coming over and we wondered if you'd like to join us.	h Thanks again. We hope to see you both soon. Love, Vicky and Jamie

3) Read the complete conversations and say: which one is...?

- An invitation
- A formal request
- Exchanging news
- Saying thank you

LIVEWORKSHEETS