

Listen to “Formal and Informal Emails” and write F (formal) or I (informal).

1. Dear Mr. Smith \_\_\_\_
2. Hi! \_\_\_\_
3. Used at work \_\_\_\_
4. Used with friends \_\_\_\_
5. Polite tone \_\_\_\_
6. Relaxed tone \_\_\_\_
7. Sincerely \_\_\_\_
8. Simple language \_\_\_\_