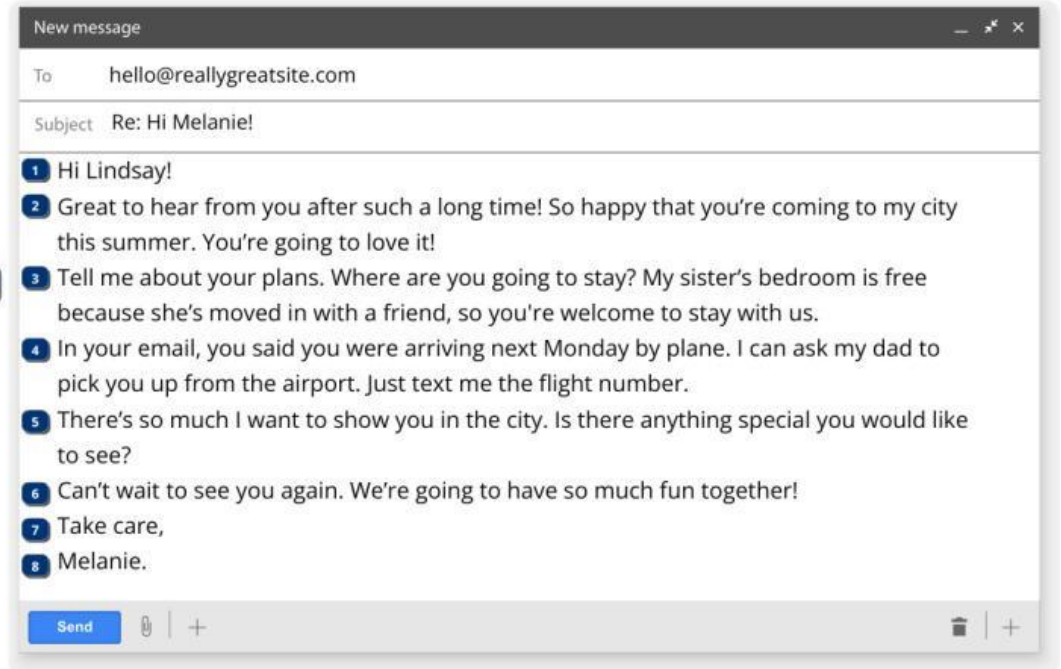


# Informal Email Writing

Look at the email below. Write the numbers next to the labels.

- signature
- greeting
- closing paragraph
- main idea 2
- goodbye
- main idea 3
- main idea 1
- introduction



# Informal Email Writing



Look at the email below. Write the numbers next to the labels.

signature

greeting

closing paragraph

main idea 2

goodbye

main idea 3

main idea 1

introduction

New message — ✖ ×

To hello@reallygreatsite.com

Subject Re: Hi Melanie!

1 Hi Lindsay!

2 Great to hear from you after such a long time! So happy that you're coming to my city this summer. You're going to love it!

3 Tell me about your plans. Where are you going to stay? My sister's bedroom is free because she's moved in with a friend, so you're welcome to stay with us.

4 In your email, you said you were arriving next Monday by plane. I can ask my dad to pick you up from the airport. Just text me the flight number.

5 There's so much I want to show you in the city. Is there anything special you would like to see?

6 Can't wait to see you again. We're going to have so much fun together!

7 Take care,

8 Melanie.

Send