

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

The screenshot shows an email window titled "New message" with the following content:

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.

At the bottom right of the email window, there is a logo for "LIVEWORKSHEETS".





Informal Email Writing

New message — ✖ ×

To hello@reallygreatsite.com

Subject Re: Hi Melanie!

Dear Melanie,
(1)_____. I'm really excited about visiting your city next week!
First of all, thank you for your kind offer. I'd love to stay with your family because it will be a great chance to spend more time together. I think it will be much more interesting than staying in a hotel. (2) _____
My flight arrives at 3:30 p.m. on Monday. (3) _____ I'll send you the flight number as soon as possible.
I'm also looking forward to seeing your city. (4) _____ I've seen lots of photos online, and it looks amazing.
Another thing I'd like to do is try some local food. (5) _____ I'm sure you know the best places to eat.
Anyway, I can't wait to see you again. (6) _____
Best wishes,
Lindsay

Send    

New message — ✖ ×

To hello@reallygreatsite.com

Subject Re: Hi Melanie!

Hi Melanie,
Thanks for your email. I'm really excited about visiting your city!
I'm arriving next Monday, just as I told you. Thank you for offering me a place to stay. That's very (1) _____ of you.
My flight arrives at 3:30 p.m., so it would be great if your dad could (2) _____ me up from the airport. I'll send you the flight number later today.
I'm really looking forward to seeing you again because we (3) _____ each other for a long time.
While I'm there, I'd love to visit some of the city's famous (4) _____ and maybe try some local food. I've heard there are some excellent restaurants.
Thanks again for all your help. I can't wait to (5) _____ the summer with you.
See you soon!
Best wishes,
Lindsay

Send 