

Writing | Formal and informal emails

When you write an email, you need to think about who you're writing to. If you're writing to a teacher or other adult, you'll write a formal email. If you're writing to a friend, you'll write an informal email. Here are some ways these two kinds of emails are different.

	Formal email	Informal email
1 Subject	1 Be clear and specific. <i>This week's essay</i>	1 Write something simple. <i>Tonight or Hi</i>
2 Greeting	2 Use Ms. / Mr. / Mrs. <i>Mrs. Smith,</i>	2 Write <i>Hi, Tony</i> or <i>Hey, Tony,</i>
3 Body	3 Write your message in full sentences, check your spelling, and be polite. <i>I missed school yesterday because I was ill. Can you tell me what the homework is, please?</i>	3 u can use short words coz u wanna write quickly to ur bff.
4 Closing	4 Write <i>Yours sincerely,</i> or <i>Best wishes,</i> and your name below.	4 Write your name.

18 Read each sentence. Write **formal** if it belongs in a formal email or **informal** if it belongs in an informal email.

- 1 _____ Hey, Tami,
- 2 _____ I am having trouble deciding what to do for my science project. Could you help me think of some ideas?
- 3 _____ c u later bff!
- 4 _____ Dear Mr. Taylor,
- 5 _____ Yours sincerely, Steve
- 6 _____ Wanna play video games at my house?

19 Look at 18. Write a formal email to Mr. Taylor and an informal email to Tami in your notebook. In the informal email, use abbreviations from the box.

TIPS

Texting Abbreviations

b4 = before
bff = best friends forever
c = see
coz = because
gonna = going to
TTYL = talk to you later
u = you
wanna = want to

