

INFORMAL EMAILS

OPENING/CLOSING REMARKS

- **Opening remarks** in informal letters may include:
 - a. Questions/wishes about recent events, the person's health, etc.
 - b. A thank you to the person for their last letter, comments about their news.
 - c. An apology for a delay in writing /replying.
 - d. The reason why you are writing.
- **Closing remarks** in informal letters may include:
 - e. The reason why you must end the letter.
 - f. Greetings to the person's family/friends.
 - g. Wishes, a promise (e.g. to write again soon), an invitation, etc.
 - h. A request to the person to reply soon.

A) Match sentences 1 – 8 to points a – h in the box above.

1. Hello – how are you? I hope you're feeling better.
2. I was sorry to hear that you aren't going to...
3. I'll write as soon as I can and let you know about...
4. Please, write soon and tell me all your news.
5. Well, that's all my news. I'd better end now, because...
6. The reason I'm writing is to ask you if...
7. Give my best wishes to your parents.
8. Sorry I've taken so long to put pen to paper, but...

B) Some phrases in the following extracts are written in the wrong style. Read them and correct the mistakes using the words/phrases in the lists.

AGES – DROP YOU A LINE – LET YOU KNOW – REALLY - SORRY

Dear Bob,

How are you? **I apologise for the fact** that I haven't written for **a considerable time**, but I've been **extremely** busy. Anyway, I thought I'd **communicate with you briefly** to **inform you** that I've just passed my driving test!

Dear Bob,

How are you? _____ that I haven't written for _____, but I've been _____ busy. Anyway, I thought I'd _____ to _____ that I've just passed my driving test!

CAN'T WAIT TO HEAR – LOTS OF LOVE – THAT'S ALL FOR NOW – WRITE SOON – YOU'VE BEEN UP TO

Well, **I have no further news at present**. Please **reply promptly** – I **am anxious to learn** what **your recent activities have been**. Take care.
Yours sincerely,
Karen

Well, _____.
Please _____ – I _____ what _____ Take care.
_____,
Karen