

Writing: Giving news

1) When you are writing an email giving news, follow the plan below.

Greeting

- Greet the person you're writing to.

Dear Harry

Hi Monica

Hello Jerry

Opening paragraph

Begin your email and say why you're writing. Use the phrases like:

- How's life?
- How have you been?
- How are things?
- Sorry I haven't written for so long but....
- It was great to hear from you again
- You won't believe what happened to me

Main part

Give your news. Use phrases like:

- I've never seen Before
- It was so... that..
- The good news is
- I also have some bad news...

Closing paragraph

State anything you want to emphasize, ask for news and end your email. Use phrases like:

- I must go now
- Write back soon
- What about you? Do you still...?
- How's everybody?
- Say hello to...

Signing off

Use a signature ending and your first name below that.

- Take care,
Mark
- Keep in touch,
Sonia
- Hugs and kisses,
Chris
- Speak to you soon,
Lorena

2) Write an email to a friend who lives in another city to give him/ her the latest news. If you like, you can write about something that happened at school. Follow the plan above.

A large, empty rectangular box with rounded corners and a scroll effect at the top and bottom, intended for writing an email. The box is white with a thin black border and is set against a light orange background.