Writing an informal e-mail / letter

W języku angielskim należy pamiętać o tym, iż form grzecznościowych nie pisze się wielką literą tak jak w języku polskim.

Zawsze trzeba pamiętać o nagłówku, czyli zwrocie powitalnym oraz pożegnaniu- linijce kończącej. Konieczny jest też podpis

Ale!

Nie podpisuj się swoim imieniem i nazwiskiem. Najbezpieczniejszą opcją jest ***„XYZ”***.

Nagłówek w formie zwrotu grzecznościowego do adresata i linijka wstępu

Treść, bez używania form grzecznościowych pisanych wielką literą

Zakończenie- linijka pożegnania i bezosobowy podpis

LIVEWORKSHEETS

rozpoczęcie listu	• *Dear Mark* • *Hi!* • *Hello*
wstęp	• *I thought I'd better write and give you some more details about..* • *It's been such a long time since we wrote to each other...* • *I thought I'd drop you a line...* • *How are you and your family?* • *How are things with you?* • *How was your holiday?* • *How's life treating you?*
nawiązanie	• *Thanks for your letter / email / message.* • *Great to hear from you again.* • *Thanks for sending me...* • *You remember I told you in my last email that....*

LIVEWORKSHEETS

zaproszenie	• *Will you be able to come?* • *Can you come?* • *I want you to invite you to...*
prośba o odpowiedź	• *Let me know if you can come.* • *Tell me if you're coming or not.*
ustalanie szczegółów, planowanie	• *I'm available/free on...* • *When are you available/free?* • *Let's go together.* • *Are you interested in ...?* • *Let me know which ... suits you*
prośba o przysługę	• *Could you call them/let me know/find out...?* • *Could you do me a favour and...?* • *I don't suppose you could .... for me?*
prośba o dodatkowe informacje	• *Do we need to have a membership to...?* • *Have you enrolled in...?* • *I was wondering if/whether...* • *You don't happen to know if/whether..., do you?*

LIVEWORKSHEETS

Zakończenie

- zakończenie*I need to go now...*
- *Once again, thanks again for all your help.*
- *Give my love/regards to...*
- *Please drop me a line soon.*
- *I look forward to meeting up again soon.*
- *Bye for now.*
- *Best wishes.*
- *Write soon.*
- *Hope to hear from you soon.*
- *See you soon.*

Podpis

- XYZ

LIVEWORKSHEETS

Przeprowadziłeś się do nowego domu. W liście do kolegi/koleżanki napisz:

- jak wygląda twój nowy dom,
- jakie atrakcje znajdują się w jego pobliżu,
- opisz, jak wyglądała wasza przeprowadzka.

Dear Tom,

I'm sorry I haven't written sooner but I was busy. I'm writing to tell you about my new house.

Last year my parents bought a new house. It is a modern detached house in the suburbs. Now, we have 4 bedrooms, 2 kitchens and a fashionable living room. There is a small garden behind my house.

In the neighbourhood there are some shops and a cinema. Unfortunately, there is no gym but I can run in a nearby park. My school is just around the corner.

When we were moving, we had a lot of problems. I almost broke my foot when I was helping my dad to carry some boxes. My mum twisted an ankle when she was unpacking the furniture.

That's all for now. Please come and visit me soon.

Love,

XYZ

WSTĘP
Podaj cel pisania listu zgodny z poleceniem zawartym w zdaniu poprzedzającym wypunktowane zadania.

ROZWINIĘCIE
Rozwijaj kolejne punkty polecenia zawarte w poszczególnych „kropkach".

ZAKOŃCZENIE
Podsumuj swoją wypowiedź.

LIVEWORKSHEETS

LIVEWORKSHEETS

To: Adam
Subject: You must see this!

Hi Adam,

I've just come back from a visit to the Copernicus Science Centre – it's really cool! You MUST go! You'll love it. I like the Planetarium best. **Make sure you visit the Robot Room.** It's great fun. It's open every day except Monday from 9 a.m. **Arrive early** because it's always crowded. **Don't go by bus – take the underground** because there's a station near the centre. **Wear comfortable shoes** because it's a very big place. **Don't take sandwiches** – there's a good canteen, but **take a bottle of water.**

Have fun.

See you,

Alice

To: Jo
Subject: C U soon!

Hi Jo,

How are you doing? I'm really excited about coming to stay with you. I'm writing to tell you a bit more about myself.

As you know, I'm sixteen and I live in Venice. My brother and I go to the same school. I'm not crazy about studying but it's OK – my favourite subject is Art. What about you? What subjects are you good at?

In my free time, I'm keen on sports and I'm not bad at volleyball. I'm also passionate about music, especially British bands. At the moment I'm listening to Little Mix all the time. What kind of music are you interested in?

At weekends, my friends and I love going to the cinema. What do you enjoy doing at weekends?

I can't wait to see you next month! I'm sure we'll have fun.

OK, time to finish. Write soon ☺

Bye 4 now.

Carlo

LIVEWORKSHEETS