

# 1 Read and sort.

Read the phrases for writing emails below.  
Sort the phrases to complete the table.

|          | Informal language for emails | Formal language for emails |
|----------|------------------------------|----------------------------|
| Greeting | .....<br>.....               | .....<br>.....             |
| Request  | .....<br>.....               | .....<br>.....             |
| Closing  | .....<br>.....               | .....<br>.....             |

- To whom it may concern
- Hi there!
- Can you help me with...?
- Kind regards
- I would like to ...
- Thanks!
- Dear ...
- I need some help.
- Take care
- I am writing to request ...
- Hello
- Yours sincerely