

## HOW TO WRITE AN EMAIL FOR PRELIMINARY

- **Greetings:** we greet the other person (i.e. say «hi» or «hello»).
- **Opening paragraph:** we react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.
- **Main paragraph 1:** in this paragraph we deal with the first important point, which we can identify in the instructions.
- **Main paragraph 2:** if there is a different point to deal with, this paragraph will do so.
- (We might have more main paragraphs, depending on the task.)
- **Closing paragraph:** in this paragraph we «start» to say goodbye by wishing the other person well and asking them to reply to your email.
- **Goodbye:** we use a short expression to say goodbye.
- **Signature:** we sign the email with our name.

**Greeting** Hi Sandy,

**Opening p.** Thanks a lot for writing back. I'm also really excited about visiting you!

**Main p. 1** On my first evening, I'd like to relax at home. I will probably be very tired from the trip, so I need to rest and get ready for the other days. Is that okay?

**Main p. 2** As for climbing, I'm afraid I can't. I forgot to tell you, but I hurt my knee last week, so I can't do sport now.

**Main p. 3** How about visiting some art galleries in your town? If you want, we could go. You know I love art! What do you think?

**Closing p.** Well, I have to go now, but please let me know what you think.

**Farewell** Take care,

**Signature** Luis

## USEFUL PHRASES

### Greetings

- *Hi John,*
- *Hello John,*
- *Dear John,*

### Opening paragraph

- *It's nice / great / good to hear from you.*
- *It's nice / great / good to read your email.*
- *I'm glad to hear your news.*
- *I'm excited about... (your news.)*
- *It's great to hear that...*
- *I'm sorry to hear that...*
- *I'm really sorry to read your news.*
- *Thanks a lot for writing!*
- *It was good to receive your email.*
- *Thank you very much for your email.*

### Asking how a person is feeling.

- *Hope you are doing well.*
- *How's it going?*
- *How are you (doing)?*
- *How are things (going)?*

### Main paragraphs (use of connectors and appropriate punctuation.)

... and... : to connect two similar things or ideas.

*I love reading **and** listening to music.*

*My favourite meal is fish **and** chips.*

..., but... : to connect two contrasting ideas.

*I love watching TV, **but** I don't have a favourite show.*

*I am reading a book, **but** I don't remember the title.*

However, ... : to connect contrasting ideas.

*Last month, I went to the cinema. **However**, I didn't enjoy the movie.*

*I am a very big fan of this author. **However**, I haven't read his last novel.*

*Moreover, ...* : to add more information about something.

*... because...* : to justify an opinion or idea.

*My mum is the perfect cook **because** she knows a lot of recipes and has plenty of experience. **Moreover**, she experiments with different ingredients all the time.*

*Because of that, ...* : to justify an opinion, fact or idea.

*My mum likes to cook using new ingredients all the time. **Because of that**, she creates original dishes every month.*

*As for.../Regarding...* : to switch to a new topic. For instance, you can use this connector to start the second main paragraph.

*As for/Regarding why I like this cookery show, I think it's because it's a great way to see new recipes.*

Time linkers: *then, after that, yesterday, this morning, last summer, etc.*  
*Last night, I watched a very good action film.*

### Closing paragraph

- *Well, it's time to say goodbye.*
- *Anyway, I have to go now.*
- *Well, it's time to go.*
- *Anyway, gotta go.*
- *I really hope to hear from you soon.*
- *I'm looking forward to hearing from you.*
- *I hope you write back soon.*
- *Make sure you write back soon.*

### Signing your email

- *Best wishes,*
- *Best,*
- *Sincerely,*
- *Take care,*
- *All my love,*
- *Love,*
- *Lots of love,*
- *See you soon,*
- *Regards,*