

WRITING EXERCISE

INFORMAL LETTER

1. Write who is sending, who is receiving and the subject of the email:
From: Maria
To: XXX
Subject: XXX
2. **Greetings:** Hi/ Hello + Name of the person
- Hi/ Hello Marion,
3. **Develop your ideas** in different paragraphs taking **register** into account. You can use contractions, emoticons, abbreviations... etc

Write your answer in around 100 words in an appropriate style.

You have an important exam next week but you can't find your notes.

Write an email to your friend Peter. In your email you should:

- tell Peter about your problem
- ask Peter if he has seen your notes
- ask to borrow his notes
- say when you will need them