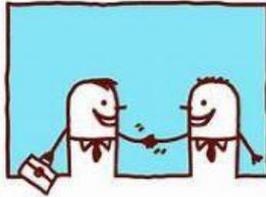




## WRITING AN INFORMAL EMAIL

Complete with ONE word

### OPENING



- Hi! It was great to \_\_\_\_\_ from you!
- Thanks for the email you \_\_\_\_\_.
- How are \_\_\_\_\_?
- How's \_\_\_\_\_ going?
- Hi, what's \_\_\_\_\_?

### THE REASON FOR WRITING



- I'm writing to thank you \_\_\_\_\_ your help.
- I'm writing to \_\_\_\_\_ you \_\_\_\_\_ my new job.
- You asked \_\_\_\_\_ my help with your Italian
- I am writing to enquire \_\_\_\_\_ the football timetable.
- \_\_\_\_\_ to your email asking for information about ...
- I am writing to ask for \_\_\_\_\_ information about the trip.

### REFERENCE TO FUTURE CONTACT

- \_\_\_\_\_ me know if you need anything else.
- We'll \_\_\_\_\_ about it when you are coming to Glasgow.
- I \_\_\_\_\_ wait to \_\_\_\_\_ your next email .
- It'll be \_\_\_\_\_ to see you again next week . .

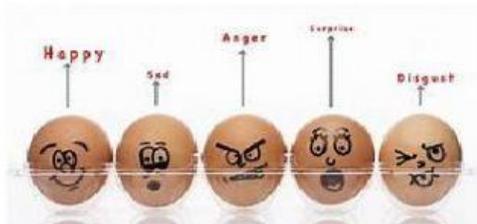
- Please let me \_\_\_\_\_ if you have any other ideas.
- I \_\_\_\_\_ to meeting you soon.



## CLOSING

- Write soon and take \_\_\_\_\_.
- All the \_\_\_\_\_.
- A big \_\_\_\_\_ from me and my sister.
- Lots of \_\_\_\_\_.
- Bye \_\_\_\_\_ now.

## EXPRESSING YOUR FEELINGS



- It \_\_\_\_\_ me feel so bad when I heard you had such bad news!
- I \_\_\_\_\_ really good when you told me about your success!
- I was shocked when I \_\_\_\_\_ out you had had an accident .
- That's wonderful \_\_\_\_\_! I'm so happy for you!
- I'm sorry you're having \_\_\_\_\_ a hard time at the moment.