



How to write an Informal Letter.

The Writing Strategy of an Informal Thank-You Letter.

1. Write your address and the date in the top right (- hand) corner
2. Start the letter with: *Dear + Name,*
3. Ask how a person you are writing to is or express your hope she/he is well
How are you? I hope you are well. Then express your gratitude for the received letter.
Thanks for your letter. It was good to hear from you.
4. You are allowed to use short forms (contractions): *It's, You're, I'd* and colloquial expressions.
5. You finish the letter with: *Love, Lots of love, Best wishes,*
6. Then sign it with your name
7. If, after having finished the letter, you want to add something, do it in post scriptum. - *PS*



Ex.1 Match the missing parts of the letter (a-f) with the gaps (1-6)



1

2

3

How are you? Thanks so much for your last letter. It was great to hear from you and catch up on all your news. It sounds like you have a really interesting lifestyle! It's brilliant! We don't live near the mountains so I've never been rock climbing but I'd love to try it.

I reckon I have a healthy lifestyle too. I sleep for about eight hours every night and eat loads of fruit and vegetables. I like doing exercise. I enjoy all types of sport, but I'm really good at basketball. My best mate and I are in the school team. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. It was a laugh! I met a lot of really nice kids.

Why don't you come here in the holidays? It would be great to get together! Hope to see you soon!

4

5

6

- a) Dear John, _____
- b) Adam _____
- c) 15 Coulter Road, Ashford _____
- d) PS My brother sends his love too. _____
- e) 25th May 2015 _____
- f) Best wishes, _____



Ex.2 Find informal words and phrases in the letter that mean:

- 1) thank you _____
- 2) very good _____
- 3) lots of _____
- 4) I think _____
- 5) fun _____
- 6) best friend _____
- 7) kids _____

Ex.3 Answer the questions about Adam's letter.

- 1) What phrases does he use to open and close his letter? _____
- 2) Which five different contractions does he use? _____
- 3) What activities did each of them do recently? _____
- 4) What information does he add after 'Hope to see you soon !' sentences? _____

Ex.4 Rewrite these sentences in a more informal style.

- 1) Thank you for inviting me to your birthday party. It was fun! _____
- 2) Adam thinks there are lots of very good places to visit near here. _____
- 3) Thank you for the book. It's very good. _____
- 4) I think my best friend is fun. _____

Ex.5

Imagine Adam is your penfriend. Write a reply telling him about your lifestyle. Use the writing guide to help you. Remember to use informal language and some of the useful expressions



ANSWERS:

SECTION D

(40 marks)

(Time suggested: 45 minutes)

Question 6

You should spend **30 minutes** on this question.

Your cousin is feeling the stress of studies and examinations. Based on the notes below, write a letter giving him/her tips on how to cope with the stress of studies and examinations.

SUN	MON	TUES	WED	THUR	FRI	SAT
✓	✓	✓	✓	✓	✓	✓



- Manage time properly
- Prepare a daily and weekly timetable

- Allocate time for studies, doing exercise and rest
- Do not procrastinate

- Form group studies
- Increase hours of revision when exam is near.

When writing out your letter:

- you may use the notes given
- add any other relevant information
- write in **not less than 150 words**.