Writing a letter

Informal letters are sent **to people you know well** (e.g. friends, relatives, etc) about your recent news, personal problems, information you need, etc. They are written in an **informal style** with a chatty, personal tone.

- An informal letter should consist of:
  - **a)** an informal **greeting** (*Dear Ken/Aunt Joan/etc*);
  - **b)** an **introduction** in which you write your opening remarks (i.e. asking about your friend's health, etc) and mention your reason for writing
    e.g. *Hi! How are you? I thought I'd write and let you know that ...* ;
  - **c)** a **main body** in which you write the main subject(s) of the letter in detail, starting a new paragraph for each topic;
  - **d)** a **conclusion** in which you write your closing remarks
    e.g. *That's all my news for now. Write back soon ...* ;
  - **e)** an informal **ending** (e.g. *Lots of love/Best wishes/etc* + your first name).

Introduction

Paragraph 1

opening remarks/reason(s) for writing

Main Body

Paragraphs 2 - 3 - 4 *

development of the subject(s)

Conclusion

Final Paragraph

closing remarks

** The number of main body paragraphs may vary, depending on the rubric.*

OPENING/CLOSING REMARKS

- **Opening remarks** in informal letters may include:
  - **a)** questions/wishes about recent events, the person's health, etc
  - **b)** a thank you to the person for their last letter, comments about their news
  - **c)** an apology for a delay in writing/replying
  - **d)** the reason why you are writing
- **Closing remarks** in informal letters may include:
  - **e)** the reason why you must end the letter
  - **f)** greetings to the person's family/friends
  - **g)** wishes, a promise (e.g. to write again soon), an invitation, etc
  - **h)** a request to the person to reply soon

INFORMAL STYLE

When writing friendly letters, you normally use informal style. Informal writing is characterised by the use of:

- everyday vocabulary (e.g. ***I had a great time***)
- colloquial expressions/idioms (e.g. ***drop me a line***)
- phrasal verbs (e.g. ***get on, settle in***)
- short forms (e.g. ***can't, don't, I'm, I'll***)

USEFUL PHRASES

Hello — how are you? I hope you're feeling better.
I was sorry to hear that you aren't going to ...
I'll write as soon as I can and let you know about ...
Please write soon and tell me all your news.
Well, that's all my news. I'd better end now, because ...
The reason I'm writing is to ask you if ...
Give my best wishes to your parents.
Sorry I've taken so long to put pen to paper, but ...

You have recently moved into a new house. Write a letter to your friend describing your new house and invitinh him or her to spend a weekend with you. Write your letter in about 90 words.

A friends of yours who has been living in another country for some time is going to visit you for a week. Write a letter suggesting what you might do together and what places to visit. Write a letter in about 90 words.