

## Handout 7

Look at the phrases which can be used in an informal email. Write them under the correct section in the email.

Let me know if you need anything else.

Thanks for your email. Here is my advice:

All the best,

How are you?

How's it going?

Morning/Afternoon.

Best wishes,

Hi!

I got your email. Here's what I think:

Drop me a line if you need anything else.

	<b>To</b>	
<b>Send</b>	<b>Cc</b>	
	<b>Subject</b>	

Greetings

- 1.
- 2.

Starting an email

- 3.
- 4.

Main body

- 5.
- 6.

Closing remarks

- 7.
- 8.

Ending an email

- 9.
- 10.