

An informal email (asking for advice)

→ Read the text below and fill in the gaps with the words in the gaps

best 'd like doing know my regards to hear reason
should touch treating wondering if

Hi there Tom,

Sorry that I haven't been in **1** for a while, but we have been really busy. As you probably **2** , we are moving into the new apartment, and we have been packing everything up. In a week or so, we'll probably be living in our new place. We're so excited! I hope you can visit next year.

How's life **3** you? Hope you and Sarah are **4** well. I was really glad **5** that David could get into Oxford. He's always been such a brilliant student. You must be a very proud dad right now! Anyway, the **6** I'm writing is because I want to take Susan on a trip to the north of Spain next month and, as I know you and Sarah went to Cantabria last summer, I was **7** you could give me some advice. Can you tell me about a nice place to stay? Do you think I **8** rent an apartment or book a room in a hotel? Also, I **9** some information about restaurants and places to visit.

Well, that's all for now. I hope you can visit us soon. We want to show you our new home. Give **10** to Sarah and David.

Best,

Tony.

PS Susan doesn't know anything about the trip. It's going to be a surprise.

→ Complete the sentences below with the words in the box.

for for now forward glad hope let sorry things to hear
while writing

- 1 Thanks your e-mail, it was great from you.
- 2 Sorry for not earlier.
- 3 It has been a since I last wrote to you.
- 4 How are ?
- 5 I you are well.
- 6 I'm to hear about your new job.
- 7 to hear that you didn't get the job.
- 8 I'm writing to you know that I'm moving into a new flat.
- 9 I'm looking to seeing you soon.
- 10 Anyway, that's all .

→ **Structure and useful language**

Which of the phrases/expression you've seen could be used for the following sections of an informal email? Write some of them here:

Greetings

Opening lines

Body of the email

Closing lines

Signature