WRITING AN INFORMAL EMAIL/ LETTER (B2)

OPENING FORMULA:

- Dear xx,
- Hello xx,
- Hi xx,

INTRODUCTURY PARAGRAPH:

- How are you doing?
- How are things going?
- It's great to hear from you!
- Long time, no see!
- I'm glad to hear that
- I'm so happy that
- Great news about your
- I'm very happy to hear about
- It's so great that
- I'm so sorry to hear about
- Sorry to read about
- I can't tell you how sad I am that
- I'm extremely sorry to hear about
- It's just awful to hear that

2ND AND 3RD PARAGRAPH:

- What is more...
- Well,... (to introduce a new topic)
- Moreover (to add more info)
- By the way...(to add additional information)
- To be honest,
- Did you hear about...?
- One more thing,
- However,

CLOSING PARAGRAPH:

- Well, I gotta go now.
- Anyway, I should get going.
- I've got to leave you now.
- I'd better get going.
- Well, it's time to go
- Make sure you write soon
- Don't forget to drop me a line soon.
- Look after yourself.
- Take care of your self.
- I hope they have a nice time on their trip!
- Let me know if they need any more information.
- I look forward to hearing from you again soon.
- Have a good one, and let's catch up soon.

FAREWELL:

- All my love,
- Love,
- Lots of love,
- All the best,
- Take care,
- Best wishes,
- Best,
- Regards,
- Kind regards

CHECK!

- Have I answered all parts of the email question?
- Is the tone friendly and informal?
- Do I use enough topic based vocabulary?
- Is my spelling, grammar and punctuation correct?
- Does it look like a letter/email?
- Have I opened and signed off appropriately?

LIVEWORKSHEETS