

• **Informal emails**1 Read the email and fill in: 

and also but or

Informal emails are written to people we know well, for example, friends, relatives etc. We start our email with Dear + person's first name. In the first paragraph, we write our opening remarks. In the main body paragraphs we write the information in detail. In the last paragraph we write our closing remarks. We end our email with Love / Yours, + our first name.



Dear Catherine,

Hi! How's everything going? Thanks for your email 1)  the lovely pictures of your place.

Madrid is a beautiful place in the centre of Spain.

There are many impressive sights to see such as the Palacio Real 2)  the Prado Museum as well as wonderful shops 3)  huge shopping centres. The people are very friendly 4)  helpful. It is easy to get around as there is convenient public transport. Like most big cities, Madrid has its problems. It can be noisy with heavy traffic,

5)  I don't mind. I'm a city girl and I love the hustle and bustle of the city.

There are a lot of things to do here. There are lots of theatres, museums, clubs and discos to choose from. You can 6)  go to a restaurant to eat delicious Spanish food.

I guess I could talk about Madrid for days. Why don't you come 7)  stay with me for a few days 8)  even a week? Write back soon!

Love,
Isabel

3 Join the sentences using: *and*, *also*, *but* or *or*.

1 I really enjoyed your letter. I'm glad you like Kent.

.....

.....

and

And, also

but

or

2 I like the city. I like the peace and quiet of the countryside more.

.....

.....

3 Tonia's friends are interesting. They are helpful, too.

.....

.....

4 We can go to the cinema. We can go out for dinner.

.....

4 Put the words in the correct order.

1

has sights Moscow many beautiful see to

2

exciting nightlife in is Paris the

3

people very the kind are

4

ideal is Rome place the a holiday for