

5 AN INFORMAL EMAIL

To practice your English, you can write to a pen pal in another country. You can find pen pal websites on the Internet.

- a Read the email. Then cover it. Can you remember what information Chiara gives in the three main paragraphs?

From: Chiara [chiararossi@hitmail.com]
 To: Stefan [stefan7541200@moebius.ch]
 Subject: Hi from Italy!

Hi Stefan,

My name's Chiara. I'm 19, and I'm from Milan, in Italy. I'm a receptionist at a hotel. I'm studing English becuse I need it for my job.

I live with my parents and my brother and sister. My father is an arkitect and my mother works in a clothing store. My brother and sister are at school.

I don't have very much free time because I work six days a week. I usualy go shoping on my day off. In the evening, I like listening to music, or talking with freinds. I really like hip hop – do you like it?

Please write soon.

Best wishes
 Chiara

From: Chiara [chiararossi@hitmail.com]
 To: Stefan [stefan7541200@moebius.ch]
 Subject: Hi from Italy!

Hi Stefan,

My name's Chiara. I'm 19, and I'm from Milan, in Italy. I'm a receptionist at a hotel. I'm English I need it for my job.

I live with my parents and my brother and sister. My father is an and my mother works in a clothing store. My brother and sister are at school.

I don't have very much free time because I work six days a week. I go on my day off. In the evening, I like listening to music, or talking with I really like hip hop – do you like it?

Please write soon.

Best wishes
 Chiara

- b Look at the six underlined spelling mistakes. Can you spell these words?

 **Informal emails**
 beginning: *Hi* + name
 middle: Use contractions, e.g., *I'm from Milan*.
 end: *Best wishes*, or *Love* (for a good friend)

- c You are going to write a similar email to your teacher. First, make notes about the following information.

Paragraph 1	Your name, age, and where you are from. What you do, and why you are studying English.
Paragraph 2	Who you live with. Your family.
Paragraph 3	What you like doing in your free time.

- d Now write your email. Use your notes and the language in the information box.
- e Check your email for mistakes.

Source: American English File