

# WRITING AN EMAIL

## USEFUL LANGUAGE TO WRITE AN INFORMAL EMAIL

LOOK FOR THE MEANING OF THESE PHRASES AND JOIN

I'M JUST KIDDING

incidentally (used to introduce a topic not directly connected with what was being spoken about previously).

WHAT A SHAME

is often used figuratively to describe something annoying or boring

ANYWAY

expressing good wishes on parting or ending a conversation or letter

THAT REMINDS ME OF

used when someone has just said or done something that helps you to remember something.

CHEERS

used to indicate that a statement is not to be taken seriously.

BY THE WAY

used to end a conversation, to change the subject, or to resume a subject after interruption.

