

HOW TO WRITE AN EMAIL FOR PRELIMINARY

- **Greetings:** we *greet* the other person (i.e. say «hi» or «hello»).
- **Opening paragraph:** we react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.
- **Main paragraph 1:** in this paragraph we deal with the first important point, which we can identify in the instructions.
- **Main paragraph 2:** if there is a different point to deal with, this paragraph will do so.
- (We might have more main paragraphs, depending on the task.)
- **Closing paragraph:** in this paragraph we «start» to say goodbye by wishing the other person well and asking them to reply to your email.
- **Goodbye:** we use a short expression to say goodbye.
- **Signature:** we sign the email with our name.

Greeting	Hi Sandy,
Opening p.	Thanks a lot for writing back. I'm also really excited about visiting you!
Main p. 1	On my first evening, I'd like to relax at home. I will probably be very tired from the trip, so I need to rest and get ready for the other days. Is that okay?
Main p. 2	As for climbing, I'm afraid I can't. I forgot to tell you, but I hurt my knee last week, so I can't do sport now.
Main p. 3	How about visiting some art galleries in your town? If you want, we could go. You know I love art! What do you think?
Closing p.	Well, I have to go now, but please let me know what you think.
Farewell	Take care,
Signature	Luis

USEFUL PHRASES

Greetings

- Hi John,
- Hello John,
- Dear John,

Opening paragraph

- It's nice / great / good to hear from you.
- It's nice / great / good to read your email.
- I'm glad to hear your news.
- I'm excited about... (your news.)
- It's great to hear that...
- I'm sorry to hear that...
- I'm really sorry to read your news.
- Thanks a lot for writing!
- It was good to receive your email.
- Thank you very much for your email.

Asking how a person is feeling.

- Hope you are doing well.
- How's it going?
- How are you (doing)?
- How are things (going)?

Main paragraphs (use of connectors and appropriate punctuation.)

... and... : to connect two similar things or ideas.

I love reading **and** listening to music.

My favourite meal is fish **and** chips.

..., but... : to connect two contrasting ideas.

I love watching Tv, **but** I don't have a favourite show.

I am reading a book, **but** I don't remember the title.

However, ... : to connect contrasting ideas.

Last month, I went to the cinema. **However**, I didn't enjoy the movie.

I am a very big fan of this author. **However**, I haven't read his last novel.

Moreover, ... : to add more information about something.

... because... : to justify an opinion or idea.

My mum is the perfect cook **because** she knows a lot of recipes and has plenty of experience. **Moreover**, she experiments with different ingredients all the time.

Because of that, ... : to justify an opinion, fact or idea.

My mum likes to cook using new ingredients all the time. **Because of that**, she creates original dishes every month.

As for.../ Regarding... : to switch to a new topic. For instance, you can use this connector to start the second main paragraph.

As for/Regarding why I like this cookery show, I think it's because it's a great way to see new recipes.

Time linkers: then, after that, yesterday, this morning, last summer, etc.

Last night, I watched a very good action film.

Closing paragraph

- Well, it's time to say goodbye.
- Anyway, I have to go now.
- Well, it's time to go.
- Anyway, gotta go.
- I really hope to hear from you soon.
- I'm looking forward to hearing from you.
- I hope you write back soon.
- Make sure you write back soon.

Signing your email

- Best wishes,
- Best,
- Sincerely,
- Take care,
- All my love,
- Love,
- Lots of love,
- See you soon,
- Regards,