WRITING INFORMAL EMAILS **USEFUL PHRASES**

ORDER THE WORDS TO MAKE SENTENCES – opening and closing remarks.

1. **Introduction:**

better - hope - you're - I - feeling

been - you - have - How - ?

up - are - you - to - What - ?

you - feeling - are - How - ?

life - How's - ?

reason - I'm - writing - The - is - ask - to - you - if …

2. **Conclusion:**

soon - Please - and - write - tell - all - me - your - news

soon - as - as - I'll - can - write - I - and - know - let - you - about …

that's - my - news. - Well, - all - I'd - now - better - end - because …

my - to - your - Give - best - parents - wishes

3. **Match the endings with the beginnings.**

wishes soon the best of love care regards

Lots …
Kind …
Best …
Take …

All …
Write …

LIVEWORKSHEETS

USEFUL IDIOMS

4. Match the idioms to their definition.

I'm over the moon	all in all
I have butterflies in my stomach	like / don't like
X is (not) my cup of tea	To be nervous
In a nutshell	To be very pleased
I'm feeling under the weather	It be easy
It's a piece of cake	Break a leg!
Good luck!	To be sick

CAUSE / EFFECT

5. Make sentences matching feelings to reasons, as in the example below. For some extra points in your final mark, write four sentences in a piece of paper and hand them in to your teacher.

excited	because as	there is rubbish everywhere.
disgusted		I had the opportunity to study abroad.
pleased		there are always things to do.
homesick		the city never sleeps.
thankful		I miss my friends.

Example: I feel great **because** we won the tournament.

LIVEWORKSHEETS