

Formal or Informal email

Exercise 1: choose what type of email the example is

Read the small text and choose the correct answer.

1. Hi Kathy,

I was wondering if you were going to the Volleyball Tournament that is happening this weekend at Picavilli High School. My daughter is playing in the tournament with your daughter, and I thought it could be fun to ride together. It's good for the environment, too! Let me know if you're planning on going by Sunday and we can make plans to carpool if you'd like.

Talk to you soon,

Mary Sergio

- ☐ Formal
☐ Informal

2. Hello Mark,

I'm writing to thank you for making time to sit with me on Friday to talk about the products that National Chem can offer your business. As you mentioned in the meeting, the sooner we can start working together, the more your business can save. When do you think you might reach a decision? I look forward to speaking with you soon.

Respectfully,

Anna Peterson
Account Executive
National Chem
309-225-7835

- ☐ Formal
☐ Informal

3. Hey everybody!

It's about time we organized a social event, and I'm going to do it!
I've done some research, gone through shared calendars, and identified a date, time, and venue that should work for us all (details below!).
Saturday, 14 March at 10 o'clock central park

Can you let me know if you would like to join us? Drop me an email with a yes or no, and I'll confirm the numbers and make a booking.
I can't wait to see you all.

- ☐ Formal
- ☐ Informal

4.Hello Mrs Jackson,

I'm contacting you about our great offers that we have only for our best customers. We consider you one of our best consumers and that is why we are offering you such a great discount. We're always looking for ways to save you money and can offer you an exclusive deal. If you are interested please do not hesitate to call us. We are at your disposal. We are looking forward to your call.

Yours truly,

Jessica Parker.

- ☐ Formal
- ☐ Informal

4.Hello,

I hope this email finds you well. After our meeting today I wanted to make sure that you have all the information needed for your project. Please find all the documents you might need attached below.

If you need any assistance do not hesitate to call.

Yours faithfully,

Lisa Tiniri

- ☐ Formal
- ☐ Informal

5.Hey

I can't wait to see you! I'm super excited about our trip. I'll bring my own guitar, thanks for asking. See u soon!

Love,

Matias

- ☐ Formal
- ☐ Informal

Exercise 2: match the formal version with the informal one

Read the formal sentences and match them with their correct informal ones

I am really looking forward to seeing you!		Hey love,
I am at your disposal.		Kisses and hugs,
Dear Madam or Sir,		Can't wait to see you!!
I cannot wait to meet you in person.		Anything you need don't hesitate to contact me.
Yours faithfully,		Can't wait to see you!
Could you let me know if the date works for you?		I don't like this.
I do not think this is the best idea.		When can we meet me anyway?!