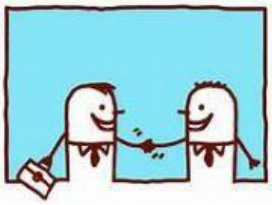
WRITING AN INFORMAL EMAIL

Complete with ONE word

OPENING



- Hi! It was great to _____from you!
- Thanks for the email you _____.
- How are _____?
- How's _____ going?
- Hi, what's _____?

THE REASON FOR WRITING

- I'm writing to thank you _____ your help.
- I'm writing to _____ you _____ my new job.
- You asked _____ my help with your Italian
- I am writing to enquire _____the football timetable.
- _____ to your email asking for information about ….
- I am writing to ask for _____ information about the trip.

REFERENCE TO FUTURE CONTACT

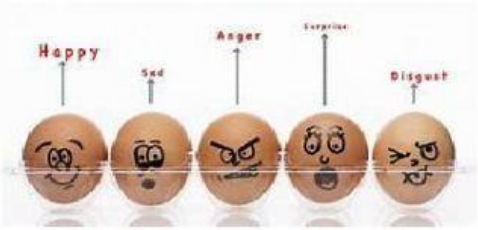
- _____ me know if you need anything else.
- We'll _____ about it when you are coming to Glasgow.
- I _____ wait to _____ your next email .
- It'll be _____ to see you again next week . .

- Please let me _____ if you have any other ideas.
- I _____ _____ to meeting you soon.

CLOSING

- Write soon and take _____.
- All the _____.
- A big _____ from me and my sister.
- Lots of _____.
- Bye _____ now.

EXPRESSING YOUR FEELINGS



- It _____ me feel so bad when I heard you had such bad news!
- I _____ really good when you told me about your success!
- I was shocked when I _____ out you had had an accident .
- That's wonderful _____! I'm so happy for you!
- I'm sorry you're having _____ a hard time at the moment.