

## DEVELOPING WRITING – UNIT 3 – SB

An English-speaking friend has asked you to write them an email about your home town. Write the email. Say what type of place your home town is and what is special about it. Describe any recent changes.

### ✍ WRITING BANK

#### Useful words and expressions in informal letters and emails

- Begin with *Dear* or  and the person's .
- Your first sentences can be *Thanks for*  and/or *It was great* .
- Use contractions (e.g. *they're* or ).
- Use short forms of words (e.g. *Thanks* instead of ).
- Use interjections like *Well* or .
- Use exclamation marks (e.g. *It has more canals than Venice* ).
- Use *Any*  to change the subject.
- Use *Write* , *All the best* and/or  to end.