

## Formal and informal letters and emails

### 1) Read the lines A-J from some letters and emails. Which are formal, which are informal? Which are beginnings? Which are endings?

- a. Great to hear from you again.
- b. I am writing in response to your advertisement in today's Guardian for an IT consultant.
- c. Give my regards to Robert and all the family.
- d. I'm sorry I haven't been in touch for so long but you know how it is.
- e. Thank you for your invoice of April 16th. Please find enclosed a cheque for the full amount.
- f. Write or, better still, email me soon.
- g. We trust this arrangement meets with your satisfaction.
- h. Just a note to say thank you so much for having me to stay last weekend.
- i. Take care. I can't wait to see you next week.
- j. I look forward to hearing from you at your earliest convenience.

### 2) Read the beginnings of these letters and emails. Match them with the next line and ending.

Beginnings	Next lines	Endings
<b>1</b> Dear Jane, thanks for your email. It's great to hear from you after so long.	<b>A</b> We had no idea John was such a good cook!	<b>e</b> Let me know asap. All the best, Danny
<b>2</b> Dear Mr Smith, We have received your order and payment for the Children's Encyclopaedia.	<b>B</b> It's good to catch up on all your news. I've been pretty busy lately too. I've just started a new job.	<b>f</b> We apologize for the inconvenience. Your order will be processed as soon as we receive the additional amount. Yours sincerely, Pigeon Publishing
<b>3</b> Hi Pete, Any chance you're free next Saturday evening?	<b>C</b> Unfortunately your cheque for £90 did not include postage for £7.50.	<b>g</b> Let's meet soon. Give my love to Alan and the boys. Yours, Julie
<b>4</b> Dear John and Liz, Thank you so much for a great evening and meal.	<b>D</b> Chris and Nick are coming over and we wondered if you'd like to join us.	<b>h</b> Thanks again. We hope to see you both soon. Love, Vicky and Jamie

### 3) Read the complete conversations and say: which one is...?

- An invitation
- A formal request
- Exchanging news
- Saying thank you