



Formal or Informal?

Writing an email...

Read this email from your friend Ken and the notes you have made. Then, use your Writing Notebook and write your email to Ken using all the notes.

From	Ken
Subject	Your birthday

Hi,

Happy birthday! I hope you like the present I sent you.

Thank Ken...

Describe

I'm sure you got lots of nice presents. Which one is your favourite?

What did you do on your birthday?

Tell Ken...

I'd love to hear all about it. Do you want to come to my house next weekend, or should I come to yours?

Say which I prefer and why

Love

Ken

