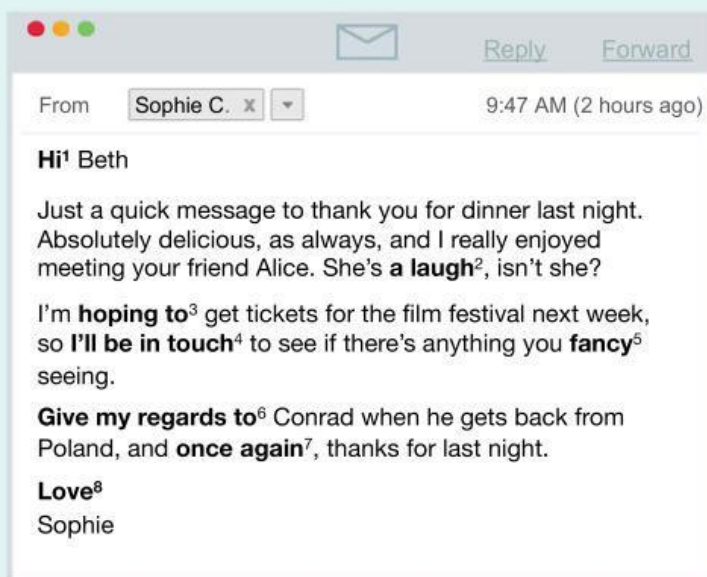


A

An email

- ¹ We can begin an informal email or letter with **Hi** Beth, **Hello** Beth, or **Dear** Beth.
- ² a funny person
- ³ planning or intending to
- ⁴ make contact, e.g. by phone, email or text
- ⁵ want (to see) *informal*
- ⁶ say hello to Conrad from me; also **send my regards to** Conrad. With family members and very close friends we also say **give / send my love to**.
- ⁷ again, as before (here it is used to say thank you one more time)
- ⁸ We can end an informal email/letter to a close friend or family member with **Love** or **Lots of love**. We also often use **Best wishes** or **All the best** when we end a letter or email to a friend.



B

Messaging

Hi Emma
Sorry it's been **ages¹ since²** I last got in touch, but I just wanted to **let you know³** that I'm coming to Birmingham **in two weeks' time⁴** – **actually⁵** just before your birthday.

Sounds great, when exactly?

12 March. Could we get **together⁶** and go out for a meal? Maybe Mark could **join us⁷** as well?

That's perfect. Can you contact Mark and I'll book a restaurant?

Great! **Anyway⁸**, better get back to work. See you soon!

- ¹ a long time
- ² from a time in the past until now
- ³ tell you
- ⁴ two weeks from now

- ⁵ (see Language help)
- ⁶ meet for a social reason
- ⁷ come with us
- ⁸ used to change the subject or end a conversation/letter

Language help

We can use **actually** to give more exact information, as in the letter (*syn in fact*). We also use it a great deal in spoken English to say something which is surprising or different from what you expect, e.g. He looks Italian, but **actually** he's not. (*Syn in fact*) **Actually** does *not* mean *at the moment*, e.g. *The land is currently for sale* (NOT *The land is actually for sale*).

Exercises

99.1 Find five more phrases using words from the box.

in give be once best let in to again you
week's touch my a regards time wishes know

be in touch

99.2 Write these phrases in different ways. The phrases can be similar but don't repeat exactly the same words.

- | | | |
|----------------------------|----------|----------|
| 1 Hello Julie | Hi | Julie |
| 2 Hello Mark | | Mark |
| 3 Give my love to Patricia | | Patricia |
| 4 Love, Evelyn | | , Evelyn |
| 5 Best wishes, Sam | | , Sam |

99.3 Rewrite the sentences using the word in capitals. Keep a similar meaning.

- | | | |
|--|-------|---------------------------------|
| 1 Do you want to come with us? | JOIN | Do you want to <i>join us</i> ? |
| 2 Do you want to go? | FANCY | Do you |
| 3 I'll write soon. | TOUCH | I'll |
| 4 It looks new, but actually it isn't. | FACT | It looks new, but |
| 5 I'll tell you as soon as possible. | LET | I'll |
| 6 I'm going three weeks from now. | IN | I'm going |
| 7 Jamie is very funny. | LAUGH | Jamie is |
| 8 Let's meet for lunch. | GET | Let's |
| 9 I haven't written for ages. | SINCE | It's |

99.4 Complete the email with words from the box.

touch join fact together hoping in
let since give ages actually anyway

[Reply](#) [Forward](#)

From Jonny M. x ▾ 4:42 AM (5 hours ago)

Dear Gilberto

I haven't been in ¹ touch for ² – I'm sorry about that. In ³ , I've been really busy ⁴ I last wrote because I've got a new job in TV – ⁵ it's with the BBC. I'm doing research for various documentary programmes and I'm ⁶ to go to Brazil ⁷ three months' time. If so, I'll obviously get in touch. It would be great if we could get ⁸ , and maybe Filipe could ⁹ us if he's free. ¹⁰ , I'll write again soon. I hope things are going well with you, and ¹¹ me know when the baby arrives. And, of course, ¹² my love to Teresa.

All the best,
Jonny