# Writing

## Informal letter

You have received a letter from your Canadian friend Helen. Read this part of the letter and then write your letter to Helen.

> ***You told me in your last letter that you were going to have a "makeover" on a room in your house. Has it happened yet? Do let me know how it went!***
>
> ***Love***
>
> ***Helen***

**Write your letter and remember to: (140-190 words)**

-use an informal opening and closing
-divide your letter into clear paragraphs
-cover all the points the question asks

Write your answer here:

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## 3.6 Informal letter

For work on informal letters, see page 24.

**TASK**

You are on holiday. Before leaving home you received a letter from your Scottish friend, Molly. Read this part of the letter and then write your letter to Molly.

*So, you're off to Spain. Lucky you! Don't forget to write to me and tell me all about what you're doing and if you meet any interesting people!*

*Love*

*Molly*

### Sample answer

Hi Molly,

As promised, I'm writing to you from sunny Spain! At the moment I'm sitting on a beautiful beach getting a good tan and I'm just about to have a swim to cool off! Am I making you jealous?

The journey here was terrible. There were delays and then we had to wait ages for our luggage. But it was worth it! The hotel is perfect. It's right on the beach and the rooms are spacious and we've all got a balcony overlooking the lovely gardens.

So far we've spent most of the time on the beach, just chilling out, because the weather's been very good. But tomorrow we're going on an excursion along the coast to see some little villages and have a typical meal in a restaurant that serves local specialities.

The people at our hotel are from different countries and I've met a really nice girl from France. She's here with her parents. It's good to practise both my French and my Spanish!

Anyway, I'll text you when I'm back and we can meet up.

Love

Bess

(177 words)

DO give the reason for writing, informally.

DO use a direct question to involve the reader.

DO mention all points you are asked to write about.

DO expand on points to interest the reader.

DO use informal language.

DO end appropriately.

### Useful language

Beginning the letter

- *Thanks so much for your letter.*
- *As promised, I'm writing ...*
- *It was lovely to hear from you.*
- *Don't be surprised – I know I haven't written for a while!*
- *Sorry it's taken me so long to write back.*

Ending the email

- *I'll text you when ...*
- *Let's meet up soon.*
- *Do write back soon.*
- *Give my love/best wishes to your sister.*
- *Hope to see you soon.*
- *All the best*
- *Best wishes*
- *Bye for now*

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