

Writing Informal email (Paper 2 Part 2)

Lead-in

1 Discuss these questions.

- 1 Who do you write informal emails to?
- 2 What kind of things would you write in an email to a new pen friend?

Understand the task

2 Read the task below and answer the question.

What is the PURPOSE of the email?

- a to ask for information b to give information c to entertain the reader

You have been given the email address of an English-speaking person who is looking for a contact in your country. Write an email about you and your family, and suggest meeting at some time in the future.

Write your email in 120–180 words in an appropriate style.

Plan your email

3 a What information do you need to include in the email? Make a list.

EXAMPLE: job, hobbies ...

b Copy and complete the paragraph plan with the information you have listed.

Paragraph 1: Why you are writing.

Paragraph 2: About you.

Paragraphs 3/4: About your family.

Paragraph 5: Suggesting meeting.

Language and content

4 a These extracts from a student's email are inappropriate. Rewrite them using informal language from the table on page 13.



1 It would be a pleasure to become acquainted with you.

2 I am an inhabitant of a small town in Spain.

3 We have a very good relationship.

4 At the next opportunity to write, I will despatch a photograph of us all.

5 When I was a child, it was customary for us to spend our vacations by the sea.

6 She has a similar appearance to me. However, she can seem rather talkative.

7 I understand you are in search of a pen friend.

8 Does the possibility ever arise for you to visit my country?

9 The reason for my writing is that ...

10 I should like to take this opportunity to inform you of my family situation.

Giving a reason for writing *Just a short note to let you know ...
I thought I'd drop you a line because ...
I'm writing because ...
I hear you're looking for a pen friend.*

Introducing yourself *My name's ...
I live in ...*

Talking about people *Let me tell you about my family.
He likes ...
She looks like me, but she can be a bit ...
We get on (well) ...*

Lifestyles *We like to ...
We would always go on holiday ...
I often used to ...*

Talking about the future *Do you ever get the chance to ...?
It would be great to meet you sometime.
Next time I write, I'll send a photo.*

b Look at these statements giving advice about informal emails. Do you think they are True or False?

- | | |
|---|---|
| 1 Use a personal, conversational style. | 4 Avoid direct questions to the reader. |
| 2 Avoid simple words. | 5 Use short simple sentences. |
| 3 Avoid phrasal verbs. | 6 Use contractions. |

c Find examples in the table above to justify your answers.

d Which of the expressions below would be appropriate to open and close the email? Which ones would not be appropriate, and why?

A

Dear Mrs Watson

I hope to hear from you at your earliest convenience.

Lots of love

B

Dear Sue

Looking forward to hearing from you.

Best wishes

C

Dear pen friend

Well, that's all for now. Do write back soon.

Yours sincerely

Write your email

5 Now write your email, using some of the language above. You must answer all parts of the question. Do not include any postal addresses. Write your answer in 120–180 words.

Check and improve your email

6 Edit your work using this list. Check your:

- | | |
|--|--------------------|
| • paragraph plan (Have you included all the points?) | • style |
| • use of present and past tenses | • spelling |
| • use of time expressions | • number of words. |

► Writing reference page 199

Note: There is a full checklist in the Writing reference.

LANGUAGE SPOT: sentence word order

Put these groups of words in the correct order to make sentences.

- very well always English I speak don't
- always my mother and father on Fridays fish eat
- having great right now in Paris my sister's time a
- usually her all gave help her friends a lot of
- in bed music would my grandmother listen to always
- at the party very much everyone themselves enjoyed
- you I'll next week an email send on Tuesday
- as soon as write please back can you