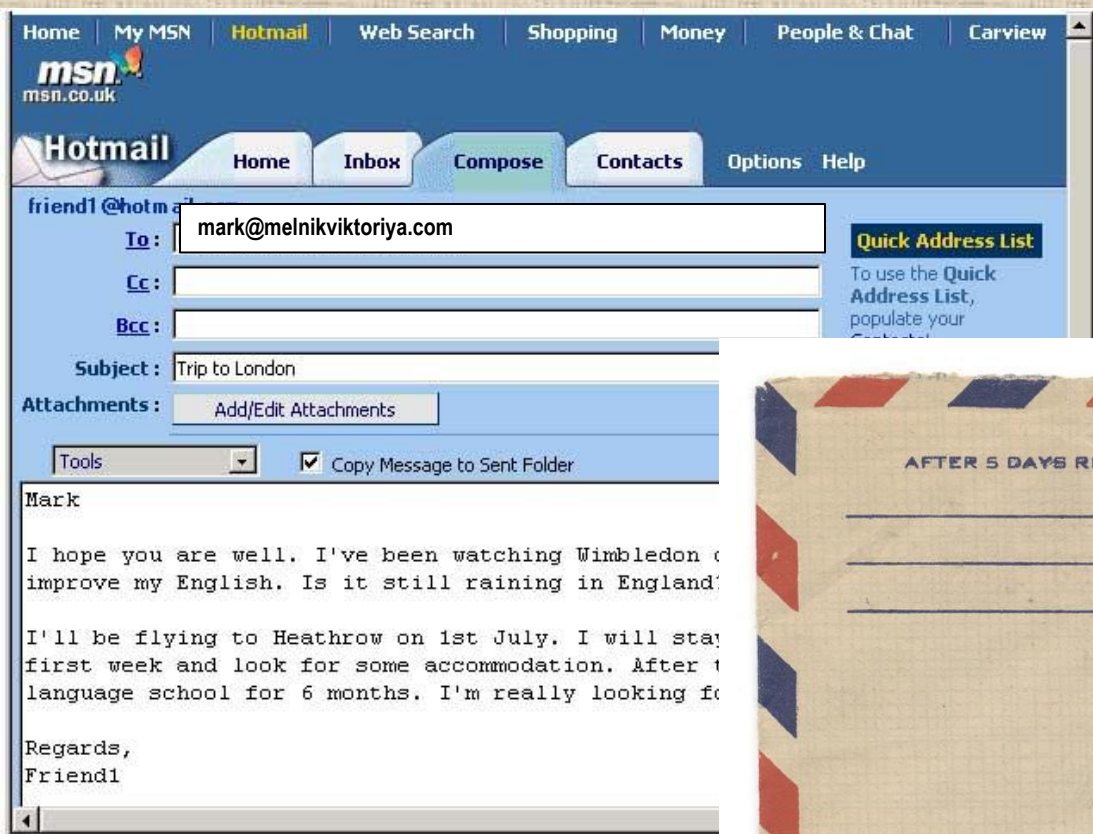


# How to write an informal letter / e-mail



The screenshot shows the MSN Hotmail interface for composing an email. The top navigation bar includes links for Home, My MSN, Hotmail, Web Search, Shopping, Money, People & Chat, and Carview. The Hotmail logo and 'msn.co.uk' are visible. Below the navigation bar, there are tabs for Home, Inbox, Compose (which is active), and Contacts, along with links for Options and Help. The email composition form includes fields for To (with 'mark@melnikviktoriya.com' entered), Cc, Bcc, and Subject (with 'Trip to London' entered). There is an 'Attachments' section with a button to 'Add/Edit Attachments'. A 'Tools' dropdown menu is set to 'Tools', and a checkbox for 'Copy Message to Sent Folder' is checked. The email body contains the following text:

Mark

I hope you are well. I've been watching Wimbledon & improve my English. Is it still raining in England?

I'll be flying to Heathrow on 1st July. I will stay first week and look for some accommodation. After 1 language school for 6 months. I'm really looking for

Regards,  
Friend1



Ивашова Юлия Алексанжровна

3 Hamilton Street  
London NW6 7GE

Your address

28 th September

Date

An informal greeting

Dear Katherine,

Opening remarks

Thank you very much for you letter . Sorry I haven't been in touch for ages . I have been stuck with the arrangements for my mom's birthday . That's my present to her,a super-secret party .

A main body

Now, that I have just started school, I have a lot of homework to do and more things to learn . But I'm alright, besides I'm usually tired and bored . Can't wait for the weekend ! My mom asked about you a few times, maybe you should come and have dinner with us sometimes . Dad will cook something delicious if you decide to come and join our dinner in family .

An informal ending

And, what about our friend, Jena ? Have you spoken to her, recently ? I'm really looking forward to seeing both of you . I hope you're getting on with your family, because last time you had a fight .

A conclusion

I must stop now and go to the math tutorials . Give my love to your parents . Write me soon .

An informal ending

Love from,  
Dana

Your name

**Informal letters/emails** are sent to people you know well (friends, relatives) about your recent news, personal problems, information you need etc. They are written in an informal style with a chatty, personal tone. An informal letter/email consists of:

- an informal greeting (*Dear Mary/Uncle Jim, Dear Mum, etc*)
- an introduction in which you write your opening remarks. (*asking about your friend's health etc*) and mention the reason for writing *Hi! How's it going? I just thought I'd drop you a line ...*
- a main body in which you write about the subject of the letter/email in detail, starting a new paragraph for each topic
- a conclusion in which you write your closing remarks. *I've got to go now. Write back soon...*
- an informal ending (*Love/Take care/Best wishes/Yours etc + your first name*)

To: jackras@gmail.com

From: normev@bk.ru

Subject: shopping

Dear Jack,

How are you? Sorry I've taken so long to answer, but my computer broke down last week, and I only managed to get it working today. Anyway, I'm really glad your sister is visiting London.

The best place for her to go shopping is Camden Town in north-west London. There is a huge variety of colourful indoor and outdoor flea markets, international food stalls, clothes stalls, music stalls and street vendors. There's nothing you can't find at Camden Market, from vintage clothing to antiques, all at bargain prices! I was there last Saturday with my friend Jill. She bought a beautiful embroidered handbag that goes with all her clothes and I bought a pair of 70s style second-hand jeans, some rare comic books for my collection, and a small leather purse, all for £15. Can you believe it? After our shopping, Jill and I enjoyed some Chinese rice noodles and sweet and sour chicken at one of the food stalls.

I'm sure your sister will find what she wants there. London is a great place for shopping, and I'd be glad to show her round if she wants.

Have to go now. I've got a project to finish for Monday.

Your friend,

Evelyn



## **True /False**

- 1. You needn't write the date at the end of the letter.**
- 2. You need to have paragraphs in the letter.**
- 3. You should avoid using contractions (don't, can't, etc.).**
- 4. You should use phrasal verbs.**
- 5. You needn't ask questions in your letter.**
- 6. Punctuation is important.**
- 7. You need to write your name and surname at the end of the letter.**

# **CHOOSE THE RIGHT ANSWERS**

## **Address**

- a) London
- b) Hamilton Street,4 ,  
London  
NW676E
- c) 4 Hamilton Street  
London,  
NW676E
- d) London  
UK

## **Date**

- a) The 9 March
- b) 9<sup>th</sup> March / March 9<sup>th</sup>, 2012
- c) March the 9<sup>th</sup>
- d) The ninth of March

## **Greetings**

- a) Dear Miss Alison,
- b) Dear Alison,
- c) Alison!
- d) Hi, Alison

## **Ending**

- a) Good bye!
- b) Yours sincerely,
- c) Love,
- d) Best wishes,

25 Pushkin Street  
Kerch 295000  
Russia

17th June, 2016

Dear Pam,

Thanks for your letter. It was great to hear from you and to hear about your skiing trips. I'm glad you had a good time!

I've taken so long to write back because I've been busy studying for my exams. They're over now, and I think I've passed everything, except physics, of course.


The only other news is that my brother Andrew has got a new girlfriend. She's quite nice actually, and I think we're going to get on really well.

How about you? Have you finished your exams yet? What do you think about coming to Bristol next week? It would be great to see you!

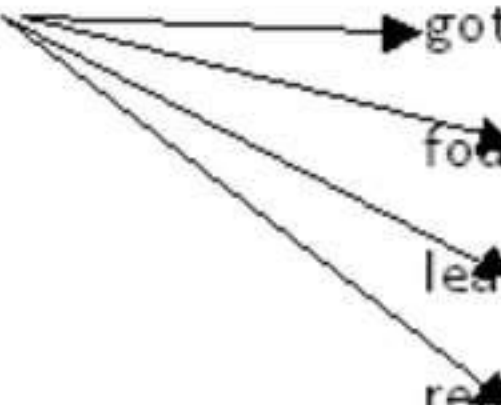
Anyway, that's all for now. Please write soon and tell me when you can come and visit.

Best wishes,

Alison

Now I  know how to  
can

speaking about  
understanding the information  
explaining the problem  
saying my opinion on...  
giving arguments  
finding necessary information  
expressing my attitude to....

During today's lesson I have  got acquainted  
found out  
learnt  
remembered