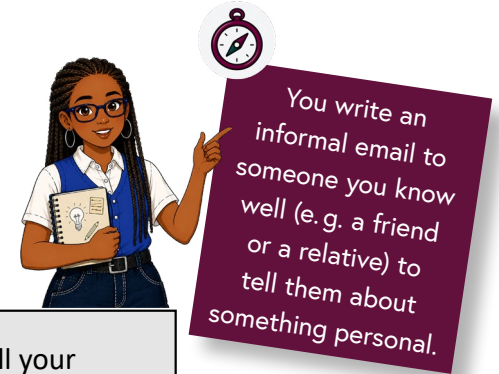


INFORMAL EMAIL: Fact Sheet



A task for writing an informal email can look like this:

This tells you about the **situation you are in.**

You have just moved to a new place. Everything is very different here. You want to tell your friend Corey about this in an **email**.



This tells you **why** you should write this text.

This tells you **what** you should write.

Look at this pictures carefully. They can give you **ideas**.

Look at these **bullet points** closely. They tell you what you should write about.

In your **email** to Corey, you should:

- describe the new place
- explain why your family moved
- say how you feel about living there

Write around **120–140 words**.

This tells you **how many words** you should write.



Look at this model text. It shows you all the features of an informal email.

Greeting

Hi Corey,

Opening

I hope you're doing well! I'm sorry I haven't told you about my new home.

About bullet point 1:
Describe the new place

As you know, last week we moved to a small, peaceful village in the middle of nowhere. You would like it here. There are mountains and forests and all houses are colorful. It's such a change from the grey, noisy city where we lived before.

About bullet point 2:
Explain why your family moved

I'm honestly not sure why we moved. I think my parents needed a break from all the people and the noise. But nobody asked me.

About bullet point 3:
Say how you feel about living there

At first, I really wasn't happy here, but I'm starting to like it. The fresh air and amazing views make it feel like a holiday. But I still miss you, my friend. Without you it doesn't feel like home.

Closing

Write back soon and tell me what's new with you!

Sign-off

Take care,
Sunny

(140 words)



Write a **greeting**.

Tell the reader **what this email is about**.

Begin with a sentence that tells the reader what the **topic** of this paragraph is.

When you describe something, use adjectives and **give details**.

Give **extra information**.

Express your **feelings** to give your email a personal touch.

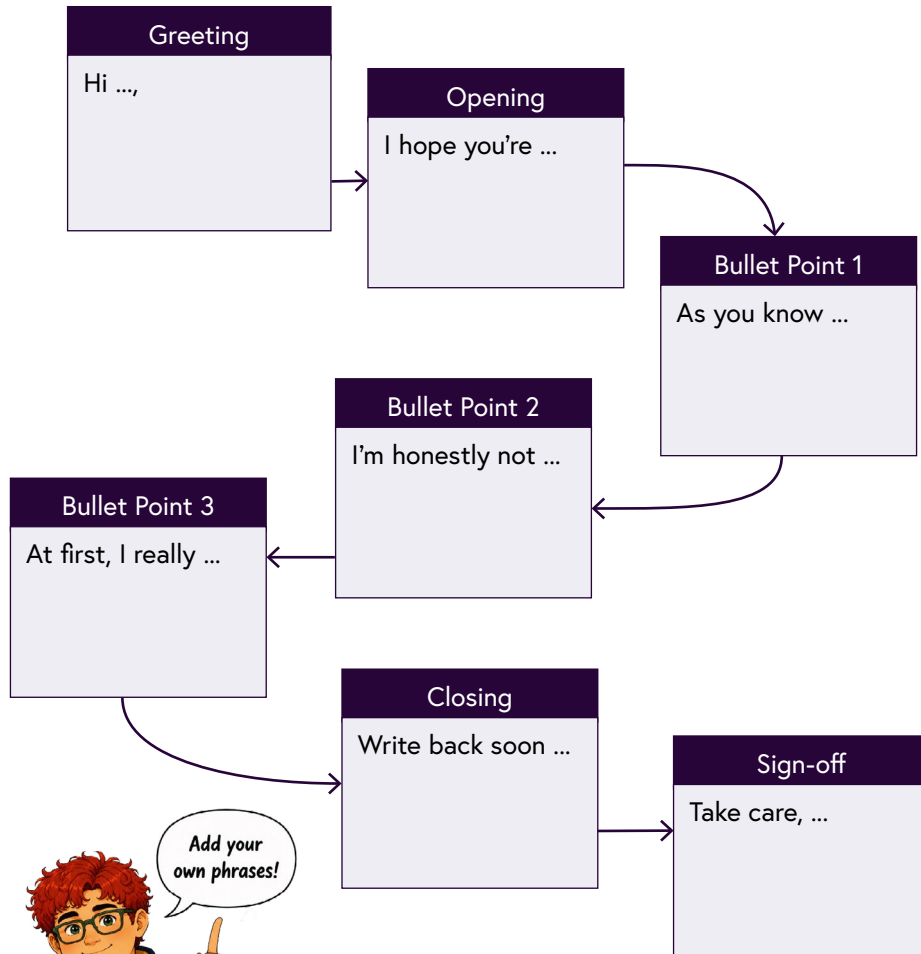
Write a **friendly sentence** to bring your email to an end.

Say **goodbye**.



INFORMAL EMAIL: Flowchart

Your informal email should include these parts:



INFORMAL EMAIL: Checklist



Use this checklist to see if your informal email includes everything.

Read these sentences. Have you done this? Then tick it off.



- | | |
|--|--------------------------|
| I wrote a greeting. | ☐ |
| I wrote an opening which says what my email is about. | ☐ |
| I wrote about all three bullet points. | ☐ |
| I wrote a new paragraph for each bullet point. | ☐ |
| I started each paragraph with a sentence which tells the reader what this part is about. | ☐ |
| I gave extra information for each bullet point. | ☐ |
| I wrote a sentence to bring my email to an end. | ☐ |
| I finished with a sign-off and wrote my name. | ☐ |
| I carefully checked my email for mistakes. | ☐ |

My notes: