

How to write an INFORMAL EMAIL



You write an informal email to someone you know well (e.g. a friend or a relative) to tell them about something personal.



1 Read these sentences about informal emails. Some are wrong.

a. Tick (✓) the ones that are correct.

- | | |
|--------------------------|--|
| ☐ | I could write an informal email to tell my friend about my last holiday. |
| ☐ | In an informal email, I have to use very polite language. |
| ☐ | I can write the way I speak when I write an informal email. |
| ☐ | I have to be very serious and not funny in an informal email. |
| ☐ | In an informal email, I could ask the other person personal questions. |

b. Now correct the wrong statements.

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c. What else do you do when you write an informal email? Write your ideas in the thought bubbles.



2

Read this writing task carefully. What should you do? Cross out the wrong words and write the correct ones (if there are any).

Example: I should write about 100–120 words.	→ Correct:	120–140
I should write this email to a teacher.	→ Correct:	
I should write this email because I went on a great holiday.	→ Correct:	
I should write about the old place I lived in.	→ Correct:	
I don't have to say why I live in a new place.	→ Correct:	
I must not write about my feelings or reactions.	→ Correct:	

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**.



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.

3 Read Avery's email.

a. Put the labels below next to each part of the text.

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

Greeting

About bullet point 2:
Explain why your family
moved

Sign-off

Opening

About bullet point 1:
Describe the new place

Closing



Hi Corey!	
I hope you're doing well! I wanted to tell you about my family and I moving to a new town.	
The <u>town we live in now</u> is quite small, <u>but it's very beautiful</u> . <u>There's</u> a big lake near our house and lots of green parks <u>where people go for walks</u> . The streets are quiet, and you can hear birds in the morning. It's very different from the busy city we lived in before.	
As you know, my parents changed their jobs recently. <u>That's the main reason</u> we moved. <u>They</u> said it was a good opportunity and that life in this place would be less stressful. I understand their decision, but it was still hard for me <u>here</u> at first.	
<u>At the beginning</u> , I really didn't like living here. Everything felt strange and unfamiliar. I missed my old friends and my favourite places. But now I'm slowly getting used to it, and I've even made two new friends in my class. It still feels different, <u>but not as bad as before</u> .	
Write back soon and tell me what's new with you!	
See you soon, Avery	

b. Look at the words and phrases underlined in the text. Find the words and phrases they are linked to. There is one example.



You can connect ideas in a text in many ways.



The words and phrases are BEFORE the underlined ones.

0	<i>the town we live in now</i>		feels different
1	but it's very beautiful		my parents
2	There's	0	<i>new town</i>
3	where people go for walks		my family and I moving to a new town
4	That's the main reason	is linked to	The town we live in now
5	They		in this place
6	here		lots of green parks
7	At the beginning		my parents changed their jobs recently
8	but not as bad as before		quite small



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Tick (✓) the sentences that could also work as openings for Avery's email.

The opening is an important part of an email. It tells the readers what the email is about.

- | | |
|--------------------------|--|
| ☐ | I wanted to tell you about us moving to a new town. |
| ☐ | Have you got any news? |
| ☐ | I'm writing to explain why we changed where we live. |
| ☐ | Today I am going to tell you a story. |
| ☐ | I just wanted to share some news about our new home. |
| ☐ | School has been quite stressful recently. |

5

Ways of closing an email.

- a. Read the functions of a closing. Decide which closing has which function. Fill in the numbers.

You decide what you want to express in your closing.

Function	Closing
1 Showing personal feelings.	Write back soon and tell me what's new with you!
2 Asking the reader for their news.	I really miss you and think about you a lot.
3 Inviting the reader to answer.	Take care!
4 Wishing all the best and ending in a friendly way.	Let me know how things are going at your school.

- b. There are more closings you can use. Write them in the right category for each function (1–4) below.

I'm so happy we're still in touch.	Tell me how things are going with your new sports team.
Have a great week.	I'm looking forward to your answer.
Let me know what's happening in your class.	I hope to hear from you soon.
Have a nice time!	I can't wait to see you again.

1 Showing personal feelings.	2 Asking the reader for their news.
3 Inviting the reader to answer.	4 Wishing all the best and ending in a friendly way.

6 Look at the list of words and phrases to express feelings.



Talking about your feelings and giving your informal email a personal touch is really important.

a. Put 😊 next to positive feelings and ☹️ next to negative feelings.

happy	lonely	homesick
upset	angry	thrilled
disappointed	relaxed	fed up (with)
excited	frustrated	(feel) left out
scared	surprised	(feel) comfortable
worried	nervous	(feel) under pressure



Look up the words you don't know in an online dictionary!

b. Complete the sentences using words from above. Sometimes more than one word is possible.

About bullet point 1:

- Our new place here is amazing! I'm so _____ to be here.
- I'm really _____ about my new home. You have to come and check it out soon!
- I love my new room. I feel _____ here.
- Our new house is outside of town. There are no other kids, I feel very _____.

About bullet point 2:

- We moved here because my mum found a new job. I am _____ that she didn't talk to me before.
- My parents didn't ask me what I wanted when we moved here. I really feel _____.
- I am so _____ with my parents always deciding things without talking to me first.
- One day, my parents said they had great news for me. When they told me, I was really _____ because I had always wanted to move to the countryside.



About bullet point 3:

- I'm really _____ that nobody likes me.
- At my old school I had many friends. I feel _____ now to find friends as quickly as possible.
- The teachers are nice, but I miss you guys at my old school. I feel very _____.
- It's so hard to make new friends, I'm really _____! Everyone just keeps asking me the same questions.
- It's my first day at my new school tomorrow and I'm so _____. I'm sure I won't be able to sleep.
- There's this one girl in class who is extremely nice. She makes me feel _____ in class.

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Think back to what you've learned about writing informal emails. What are the three most important things you want to do when you write your own informal emails?

My top three:

1

2

3



Use the **KEY** to check your answers.



WRITE YOUR OWN INFORMAL EMAIL

