

How to write an INFORMAL EMAIL – KEY



Check your answers. If you are not sure about an answer, ask your teacher.



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

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

☒	I can 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 can ask personal questions.

b. Now correct the wrong statements.

In an informal email, I don't have to use very polite language.

I don't have to be very serious in an informal email, I can be funny.

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

These are some ideas:



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Read this writing task carefully. What should you do? Cross out the wrong words and write the correct ones.

Example: I should write about 80–100 words.	→ Correct:	120–140
I should write this email to a teacher .	→ Correct:	friend
I should write this email because I went on a great holiday .	→ Correct:	moved to a new place
I should write about the old place I lived in .	→ Correct:	new place I live in
I don't have to say why I live in a new place.	→ Correct:	(no new word)
I must not write about my feelings or reactions.	→ Correct:	should

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. Write the correct label 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!	Greeting
I hope you're well! I wanted to tell you about my family and I moving to a new town.	Opening
The <u>town we live in now</u> is small, but it's very beautiful. There's a big lake near our house and many 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 our old busy city.	About bullet point 1: Describe the new place.
As you know, my parents got new jobs last month. <u>That's the main reason</u> we moved. <u>They</u> said it was a good idea and that life in this place would be easier and more relaxed. I understand their decision, but it was still hard for me <u>here</u> at first.	About bullet point 2: Explain why your family moved.
<u>At the beginning</u> , I really didn't like living here. Everything was new. I missed my old friends and my favourite places. But now it's better, and I even made two new friends in my class. <u>It</u> still feels different, but not as bad as before.	About bullet point 3: Say how you feel about living there.
Write back soon and tell me what's new with you!	Closing
See you soon, Avery	Sign-off

b. Look at the underlined words and phrases 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 the town we live in now	7 living here
1 There's	4 my parents
2 where people go for walks	0 new town
3 That's the main reason	6 my family and I moving to a new town
4 They	1 The town we live in now
5 here	5 in this place
6 At the beginning	2 many green parks
7 it	3 my parents got new jobs last month.

is linked to



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



In the opening, you tell your reader what your email is about.

- | | |
|-------------------------------------|---|
| ☒ | I wanted to tell you about us moving to a new town. |
| ☐ | Have you got any news? |
| ☒ | I'm writing to tell you why we moved. |
| ☐ | Today I'm going to tell you a story. |
| ☒ | I wanted to tell you some news about our new home. |
| ☐ | School is a bit stressful now. |

5

Ways of closing an email.



You decide what you want to express in your closing.

- a. Read the functions of a closing. Match each closing with the correct function. Fill in the numbers.

Function	Closing
1 Showing personal feelings.	3 Tell me something new about you!
2 Asking the reader for their news.	1 I really miss you and think about you every day.
3 Asking for an answer.	4 Take care!
4 Wishing all the best and ending in a friendly way.	2 Let me know how things are going at your school.

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

Have a great week!	Tell me about your new class.
What's new with you?	Please write back soon.
See you soon.	I hope you can answer soon.
I can't wait to see you again.	I'm sad that you're not here with me.
1 Showing personal feelings. I'm sad that you're not here with me. I can't wait to see you again.	2 Asking the reader for their news. Tell me about your new class. What's new with you?
3 Inviting the reader to answer. I hope you can answer soon. Please write back soon!	4 Wishing all the best and ending in a friendly way. Have a great week. See you soon.



6 Look at the list of words to express feelings.



Make your email personal and talk about your feelings.

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

happy 😊	lonely ☹️	fine 😊	disappointed ☹️
sad ☹️	angry ☹️	scared ☹️	surprised 😊
excited 😊	relaxed 😊	comfortable 😊	homesick ☹️
worried ☹️	nervous ☹️	lucky 😊	great 😊



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 happy/lucky to be here.
- I'm really excited/happy about my new home. You have to visit soon!
- I love my new room. I feel comfortable here.
- There are no other kids close to our house. I feel very lonely.

About bullet point 2:

- We moved here because my mum found a new job. I am disappointed/sad that she didn't talk to me before.
- I'm angry because I didn't want to move.
- My parents said they had news for me. I was really surprised because I didn't expect that.

About bullet point 3:

- I'm really worried/nervous/scared that nobody likes me.
- The teachers are nice, but I miss you guys at my old school. I feel very homesick.
- It's so hard to make new friends, I'm really sad/disappointed!
- Tomorrow is my first day at school. I'm so nervous/scared.
- There's one girl in class who is nice. She makes me feel comfortable/relaxed in class.

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

These are just some ideas:

My top three:

- 1 I'll make it personal and talk about my feelings.
- 2 In my closing I'll ask for an answer.
- 3 I'll try to connect my ideas in different ways.



WRITE YOUR OWN INFORMAL EMAIL