

# Write your own INFORMAL EMAIL



Check the  
**INFORMAL EMAIL**  
Fact Sheet &  
remember what you  
learned in *How to*  
write a **INFORMAL**  
**EMAIL.**



## GET READY

### 1 Read this writing task again.

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.

### 2 Think about these questions. Write short notes.

How do you start your email to Corey?  
*Greeting and opening sentence*

What is the new place like?  
How is it different from the old place?

Why did your family move to the new place?

How do you feel about living in the new place (for example, about school, friends, activities...)?

How do you end your email to Corey?  
*Closing sentence and sign-off*

## TIME TO WRITE

### 3 Write your email to Corey.

- Put the writing task next to you.
- Use your notes from Task 2.



## TIME TO CHECK

### 4 Check your own email.

- Read your email again and use the checklist.
- Tick (✓) what you already did. Take notes of what you want to change.



| What to check:                                                                           | ✓                        | What to change: |
|------------------------------------------------------------------------------------------|--------------------------|-----------------|
| I wrote a greeting.                                                                      | <input type="checkbox"/> |                 |
| I wrote an opening which says what my email is about.                                    | <input type="checkbox"/> |                 |
| I wrote about all three bullet points.                                                   | <input type="checkbox"/> |                 |
| I wrote a new paragraph for each bullet point.                                           | <input type="checkbox"/> |                 |
| I started each paragraph with a sentence which tells the reader what this part is about. | <input type="checkbox"/> |                 |
| I gave extra information for each bullet point.                                          | <input type="checkbox"/> |                 |
| I wrote a sentence to bring my email to an end.                                          | <input type="checkbox"/> |                 |
| I finished with a sign-off and wrote my name.                                            | <input type="checkbox"/> |                 |
| I carefully checked my text for mistakes.                                                | <input type="checkbox"/> |                 |

### 5 Use your notes from the checklist and make changes in your text.

## 6 Check your classmate's email: Swap your text and this checklist with a classmate.

- Read their email carefully.
- Tick (✓) what they already did or give an idea of what to change.
- Mark their mistakes and add short comments in their digital document.



| What to check:                                                                             | ✓                        | What to change: |
|--------------------------------------------------------------------------------------------|--------------------------|-----------------|
| You wrote a greeting.                                                                      | <input type="checkbox"/> |                 |
| You wrote an opening which says what your email is about.                                  | <input type="checkbox"/> |                 |
| You wrote about all three bullet points.                                                   | <input type="checkbox"/> |                 |
| You wrote a new paragraph for each bullet point.                                           | <input type="checkbox"/> |                 |
| You started each paragraph with a sentence which tells the reader what this part is about. | <input type="checkbox"/> |                 |
| You gave extra information for each bullet point.                                          | <input type="checkbox"/> |                 |
| You wrote a sentence to bring your email to an end.                                        | <input type="checkbox"/> |                 |
| You finished with a sign-off and wrote your name.                                          | <input type="checkbox"/> |                 |
| I carefully checked your text for mistakes.                                                | <input type="checkbox"/> |                 |

Your email ...

- ☐ 😊 is great!
- ☐ 😐 is OK.
- ☐ 😞 needs more work.
- ☐ \_\_\_\_\_

## 7 Return your classmate's email and this checklist.

## 8 Use your classmate's feedback and make changes in your text.

