


WRITING INFORMAL E-MAILS

	
<p>Previous Next Reply Reply All Forward Delete Attachments Print</p>	
From: Carmen Luisa (carmenlu@terra.es)	addresser's email
To: Juan (jantonio@hotmail.com)	addressee's email
CC: Ana (anabg@teleline.es)	carbon copy
Subject: Holidays	subject of email
GREETING	Dear..., / Hi..., / Hello...,
INTRODUCTION	How are you? I'm fine. / I hope you're well. Thank you very much for your last e-mail. I have some good news. I'm writing to tell you about my last holidays.
BODY	(One or more paragraphs)
CONCLUSION	Well, that's all my news. Give my love/regards to your parents/sister/boyfriend... / My mother sends her love. I look forward to hearing from you. / I hope to hear from you soon. / Write soon.
ENDING	Lots of love, Love, Best wishes, Regards,
SIGNATURE	Carmen Luisa

When you finish your e-mail you should check:

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs