









## WRITING AN INFORMAL E-MAIL or LETTER

- Read the following e-mail and letter:

							
Previous	Next	Reply	Reply All	Forward	Delete	Attachments	Print
From: María ( <a href="mailto:maria@terra.es">maria@terra.es</a> )							
To: Alice ( <a href="mailto:alice@hotmail.com">alice@hotmail.com</a> )							
CC:							
Subject: My family							
<p>Hi Alice, How are you? I hope you're well. Thanks for your last e-mail. This time I'm writing to tell you about my family.</p> <p>My mother's name is Amparo and my father's name is Juan. My mother is 45 years old and my father is 55. My mother is a doctor and my father is a dancer. I love them both very much.</p> <p>I have a horrible little brother and no sisters. His name is Fernando. He goes to the same school as me. He is 8 years old. He loves playing football, video games and annoying me! I like playing basketball and going out with my friends. I don't like school because my teacher is always angry.</p> <p>We have one dog called Bobbi. He is always happy.</p> <p>Well, that's all for now. I hope to hear from you soon.</p> <p>Love, María xxxxxx</p>							

41 46<sup>th</sup> Street  
New York  
11104

February 12

Dear Miguel,

How are you? I'm fine. Here's a letter in English. It's good practice for you and me! I'm writing to tell you about my school, the girls I live with and New York.

I have classes in English at La Guardia Community College. I'm in a class with eight students. They're all from different countries: Japan, Brazil, Switzerland, Poland, and Italy. Our teacher's name is Isabel. She's very nice and a very good teacher.

I live in an apartment with two American girls, Annie and Marnie Kass. They are sisters. Annie's twenty years old and a dancer. Marnie's eighteen years old and a student. They're very friendly, but it isn't easy to understand them. They speak very fast!

New York is very big, very exciting but very expensive! The subway isn't difficult to use and it's cheap. It's very cold now but Central Park is lovely in the snow. I'm very happy here.

That's all my news. Write to me soon.  
Best wishes,  
*Dorita*



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12. We say *Best wishes*, / *Regards*, with people we don't know much. But we say *Lots of love*, / *Love*, with close friends and relatives.
13. We sign the text at the end.
14. We write our name at the end.

### 5. Write the following words and phrases in the corresponding place:

Regards,	It was great to hear from you.
Hi Sarah,*	We look forward to hearing from you.
Love,	Thanks for your e-mail.
Dear Herman,	Write soon!
That's all for now.	Best wishes,
Lots of love,	
Dear Mr white,	How are you? I'm fine.
Well, that's all my news.	Give my regards to your parents.
Give my love to your sister.	I look forward to hearing from you.
I hope you're well.	I hope to hear from you soon.
My mother sends her love.	Thank you very much for your letter of December 1 <sup>st</sup> .
Write soon.	How's your family?
I have some good news. I'm writing to tell you about my last holidays.	

\* This expression is used only in e-mails.

Greetings:

Introduction:

Conclusion:

Closing an e-mail:

### 6. The date in letters: there are different ways of writing the date:

18<sup>th</sup> March, 2007

18 March, 2007

18<sup>th</sup> March

18. 3. 07

March 18<sup>th</sup>, 2007

March 18, 2007

March 18<sup>th</sup>

18. 3. 2007

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### KEY:

1. Where does the introduction begin and finish in the e-mail? And in the letter?

e-mail: How are you? ... my family.

letter: How are you? ... New York.

2. Where does the body begin and finish in the e-mail? And in the letter?

e-mail: My mother's name... He is always happy.

letter: I have classes ... I'm very happy here.

3. Where does the conclusion begin and finish in the e-mail? And in the letter?

e-mail: Well... from you soon.

letter: That's all ... me soon.

4. What are the main differences between e-mails and letters? Write L (letter) or E (e-mail) next to each sentence:

1. You write your address (street/city or village/postcode) in the top right-hand corner. L
2. You write your name and/or address in the first box before your composition. E
3. In this type of composition, you don't include your name in your address. L
4. You write the name of the person you are writing to in the second box. E
5. You can send this text to other people. You just write their address in the box "carbon copy". E
6. You write the date under the address. L
7. You don't need to write the date. E
8. You can tell the reader what your text is about in the "subject" box. E
9. The greeting always begins with Dear... and we use a comma after it: L  
Dear Estefanía,  
Dear Mr Squires,
10. The greeting can begin with Dear... or Hi...: E  
Dear Estefanía,  
Hi Estefanía,
11. We use a comma after the greeting. L and E
12. We say *Best wishes*, / *Regards*, with people we don't know much. But we say *Lots of love*, / *Love*, with close friends and relatives. L and E
13. We sign the text at the end. L
14. We write our name at the end. E

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5. Write the following words and phrases in the corresponding place:

### Greetings:

Hi Sarah,  
Dear Herman,  
Dear Mr White,

### Introduction:

Thanks for your e-mail.  
It was great to hear from you.  
How are you? I'm fine.  
I hope you're well.  
Thank you very much for your letter of December 1<sup>st</sup>.  
I have some good news. I'm writing to tell you about my last holidays.  
How's your family?

### Conclusion:

Write soon!  
Write soon.  
That's all for now.  
We look forward to hearing from you.  
I look forward to hearing from you.  
I hope to hear from you soon.  
Give my love to your sister.  
Give my regards to your parents.  
My mother sends her love.  
Well, that's all my news.

### Closing an e-mail:

Regards,  
Lots of love,  
Love,  
Best wishes,