# Writing An Informal Email

#### Work with a Model

1 Read the task below and answer the questions that follow.

You receive this email from your English-speaking friend, Rosie.

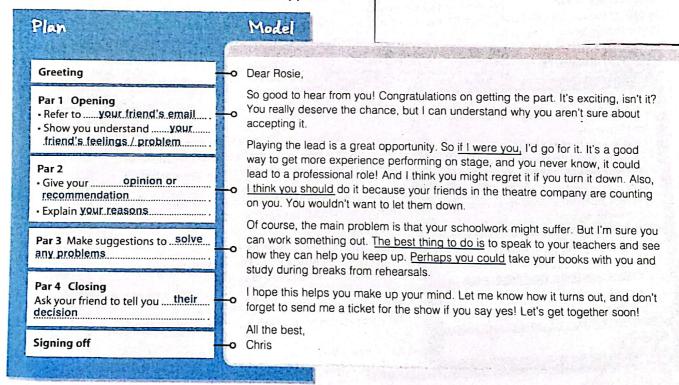
Hi,

I've got exciting news! I've been offered a leading role with the local amateur theatre group! You know I love acting, but I'm not sure if I should take it. I have a really difficult year ahead at school. Do you think it's a good idea? I'd really like some advice.

Love,

Rosie

- 1. What does your friend want advice about? whether or not she should take the role
- 2. What style of writing should you use? informal
- 2 Read the model and complete the plan. Use the words below.
  - · opinion or recommendation
- · their decision
- · your friend's feelings / problem
- · your reasons
- · your friend's email
- · solve any problems



3	IMPROVING YOUR WRITING: Informal language When you are writing to a friend, use informal language to give
	your letter a friendly style and tone. Find informal phrases in the model that mean:

I was happy to receive your email. So good to hear from you.
Well done for Congratulations on
I'd accept it I'd go for it.

4. to disappoint them to let them down

- 5. find a solution work something out
- 6. helps you decide helps you make up your mind
- 7. Please inform me Let me know
- 8. Hope we can meet soon Let's get together soon!

# This is part of an email from your English friend, Sam.

As you know, I'm crazy about cooking and trying new recipes. At the TV company where my Dad works, they've offered me the chance to take part in a new cooking reality show. It's being filmed this summer. My parents think that it's a good idea, but I'm not so sure. What do you think? I'd really like some advice. Sam

- 6 GIVING ADVICE AND MAKING SUGGESTIONS Decide whether you think Sam should or should not take part in the show. Then complete the sentences giving your advice with reasons and suggestions. Use the ideas in Exercise 5b. 2. I think you should take the chance because you might learn to be a better cook 3. The problem is fame might be hard to handle , so perhaps you could ask contestants how they cope . Who knows? It could lead to a career in TV or cooking 4. Another problem is You have to give up your summer. If you ask me, the best thing to do is get more details about the show. Your Task See Teacher's Guide for model writing. in 140-190 words. Use Exercises 5b and 6 and the plan Plan Informal Email
- 7 Read the task in Exercise 5a again and write your email

Show that you understand both sides of your friend's dilemma, and use informal language to give your letter a friendly style and tone.

# Greeting

## Par 1 Opening

- Refer to your friend's email.
- Show you understand your friend's dilemma.

### Par 2

- Give your opinion or recommendation.
- Explain your reasons.

Par 3 Make suggestions to solve any problems.

### Par 4 Closing

Ask your friend to tell you his / her decision.

#### Signing off

о Hi ..., / Dear ...,

Great to hear from you! / Thanks for your letter / email. What exciting news! / Congratulations on / Well done on  $\dots$ I can understand / imagine why / I know how you feel ...!

If I were you, I'd ... / I think you should ... because Personally, I would / wouldn't ... because

The only problem you might have is ... o It might be a good idea to ... / Perhaps you could ... If you ask me, the best thing to do is ...

Let me know your decision / how it turns out ... Let's get together soon. / Can't wait to see you!

o All the best, / Bye, / Love,