

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
- your friend's feelings / problem
- your friend's email
- their decision
- your reasons
- solve any problems

Plan	Model
Greeting	Dear Rosie,
Par 1 Opening • Refer to <u>your friend's email</u> • Show you understand <u>your friend's feelings / problem</u>	So good to hear from you! Congratulations on getting the part. It's exciting, isn't it? You really deserve the chance, but I can understand why you aren't sure about accepting it.
Par 2 • Give your <u>opinion or recommendation</u> • Explain <u>your reasons</u>	Playing the lead is a great opportunity. So <u>if I were you</u> , I'd go for it. It's a good way to get more experience performing on stage, and you never know, it could lead to a professional role! And I think you might regret it if you turn it down. Also, <u>I think you should</u> do it because your friends in the theatre company are counting on you. You wouldn't want to let them down.
Par 3 Make suggestions to <u>solve any problems</u>	Of course, the main problem is that your schoolwork might suffer. But I'm sure you can work something out. <u>The best thing to do is</u> to speak to your teachers and see how they can help you keep up. <u>Perhaps you could</u> take your books with you and study during breaks from rehearsals.
Par 4 Closing Ask your friend to tell you <u>their decision</u>	I hope this helps you make up your mind. Let me know how it turns out, and don't forget to send me a ticket for the show if you say yes! Let's get together soon!
Signing off	All the best, Chris

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:

1. I was happy to receive your email. So good to hear from you.
2. Well done for Congratulations on
3. 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.

Love,
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.
- If I were you, I'd **go for it** because you might **learn to be a better cook**
 - I think you should **take the chance** Who knows? It could **lead to a career in TV or cooking**
 - The problem is **fame might be hard to handle** so perhaps you could **ask contestants how they cope**
 - 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

- 7** Read the task in Exercise 5a again and write your email in 140-190 words. Use Exercises 5b and 6 and the plan below to help you.

See Teacher's Guide for model writing.

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

Plan Informal Email

Greeting	Hi ..., / Dear ... ,
Par 1 Opening • Refer to your friend's email. • Show you understand your friend's dilemma.	Great to hear from you! / Thanks for your letter / email. What exciting news! / Congratulations on / Well done on ... I can understand / imagine why / I know how you feel ...!
Par 2 • Give your opinion or recommendation. • Explain your reasons.	If I were you, I'd ... / I think you should ... because Personally, I would / wouldn't ... because
Par 3 Make suggestions to solve any problems.	The only problem you might have is ... It might be a good idea to ... / Perhaps you could ... If you ask me, the best thing to do is ...
Par 4 Closing Ask your friend to tell you his / her decision.	Let me know your decision / how it turns out ... Let's get together soon. / Can't wait to see you!
Signing off	All the best, / Bye, / Love,