



Informal letters

Module 1e

Informal letter

- Addressee.....*
- Reason.....*
- Structure.....*
- Style.....*
- Number of words....*

Informal letter

| informal style | |
|-----------------------------------|---|
| addressee | Friends (close), close relatives, people of the same age, people we know well |
| opening remarks | Dear Sam, |
| short forms | lots of (I'll, can't , it's....) |
| colloquial language | Thanks a lot for your letter. |
| phrasal verbs & idioms | lots of (get on, settle in, drop a line,...) |
| closing remarks | Lots of love, Yours, Best wishes, |

Plan

- **Introduction** (opening remarks and reason for writing)
- **Main body** (2 paras, main points of the letter, development)
- **Conclusion** (closing remarks and informal ending)

Greeting

Hi ... , / Dear... ,

Introduction

Ask your friend some introductory questions.

How are you? I hope the summer job is going well. Have you decided where to go on holiday?

Paragraph 1

Describe where you are (the place / the weather).

Anyway, we're camping in the Isle of Skye. We're staying on a campsite ...It rained every single day.

Paragraph 2

Say what you are doing.

Luckily, we didn't come here for the nightlife! Actually, there isn't... We go walking every day and yesterday ...

Ending

Make up an excuse to stop writing.

Well, I must finish - it's my turn to cook tonight. Write back soon.

Signing off

Say goodbye and sign your name.

All the best, / Lots of love, Janet



Dear Sonia,

How are you? Very well, I hope. I'm sure my dog remembers going for walks in the park with you - he barks when I say your name!

Anyway, I'm writing because there's only a month to go before I come to visit you. Maybe you can give me some advice so that I'm fully prepared.

First, what sort of present should I bring for your parents? I'd also like to buy you a CD. So can you help me out? I know you like Queen, but I don't know which albums you've got. Finally, what sort of clothes shall I bring? Will we be going anywhere special such as a party? Shall I bring anything formal?

Well, I have to go now as I've got to study for a Maths exam. Please write back soon and let me know. I'm really looking forward to coming!


Lots of love,

Suzanne

Homework

- Write a letter/e-mail (separate sheet of paper)
- 100-140 words





№1 You have 20 minutes to do this task.

You have received a letter from your English-speaking pen-friend Tom who writes:

Last summer my parents and I went hiking to the mountains. We spent the whole week together and enjoyed it very much. How often do you take active holidays? Who do you think is the best company for you? What extreme sports would you like to try, if any, and why?


Last month our English class got an interesting project. We wrote a paper about interesting events in the past of our country ...

Write a letter to Tom.

In your letter

- answer his questions
- ask **3 questions** about his project paper

Write **100 – 140 words**. Remember the rules of letter writing.



№2 You have 20 minutes to do this task.

You have received a letter from your English-speaking pen-friend Tom who writes:


*Last month our class went to Washington to visit the National Museum of American History. It was my first visit there and it was fun! How often do you go to museums with your class, if at all? Which museum is your favourite or what museum would you like to visit? Why do you think people should go there?
This summer we plan to go hiking with my parents.*

Write a letter to Tom.

In your letter

- answer his questions
- ask **3 questions** about his summer plans

Write **100 – 140 words**. Remember the rules of letter writing.



№3 You have received a letter from your English-speaking pen-friend Jack who writes:

... I've enrolled to a university in Denver. They have a good business school. What do you plan to do after school? By the way, what's your graduation party going to be like? What are you going to wear? ...

My younger sister has started taking swimming lessons ...

Write a letter to Jack.

In your letter

- answer his questions
- ask **3 questions** about his sister

Write **100–140 words**. Remember the rules of letter writing.
