

WRITING FOR B2

Lesson 4



INFORMAL EMAILS



Lessons Around the World

Format

PARAGRAPHS



Opening

P1 - Greet & mention the party.

P2 - Fancy-dress party. Theme: The Marvel Universe.

P3 - Decorations - Inside a Superhero Base

P4 - Friends from university and family.

Closing remarks

Sally

You have received this letter from an English -speaking friend.

Write your reply in 140-190 words.

Hi Sally!

I've heard you organised a surprise party for your cousin Mary's 20th birthday. Great idea!

What kind of party did you give? Who did you invite? How did you decorate the place? I'd love to hear all about it.

Love,
Karen

Opening

P1 - Greet & mention the party.

P2 - Fancy-dress party. Theme: The Marvel Universe.

P3 - Decorations - Inside a Superhero Base

P4 - Friends from university and family.

Closing remarks

Sally

Hi Karen,

Nice to hear from you! Hope you're all doing well. The party was amazing, we had a great time! Let me tell you all about it.

You know that my cousin Jordan is a big fan of Marvel Movies, so we decided to organise a fancy-dress party. Some people dressed as superheroes, and others resembled characters in the film. So much fun!

The party took place in the basement and we decorated it as a superhero base. It looked amazing! We prepared everything ourselves, taking some ideas from Pinterest, of course.

We had around thirty guests that day, including our family and some friends from university. They all brought nice presents for Jordan and enjoyed eating, dancing and playing games.

Your birthday is coming soon, hope you have a great day!

Love,
Sally

Register

INFORMAL EMAILS

1. Informal Vocabulary and Expressions.
2. Informal Linkers.
3. Contractions (Aren't - Are not)
4. Friendly / Familiar tone.
5. Short Sentences.
6. First Names.



Expressions

Opening

- Thanks for your email.
- Great to hear from you!
- Glad to hear from you.
- Hope you and your family are doing well.
- I'm sorry I haven't written for a long time.
- I'm happy to read that...
- I'm sorry to read that...
- It's ages since I've heard from you!

Giving news

- I thought you might be interested to hear that...
- You'll never believe what happened...
- Did I tell you about....?
- I have great news.
- By the way, have you heard that...?

Apologies

- I'm sorry for.....
- Sorry for.....
- I'm afraid I can't go to your party...
- I'm really sorry that I forgot your birthday!

Invitations

- Would you like to.....?
- I'm having a party on February 25th and I hope you'll be able to come.
- I was wondering if you'd like to go out this weekend.

- Thank you for your invitation! I'd love to go.
- Thanks for the invitation but I'm afraid I can't make it.

Requests

- I'm writing to ask you for help.
- I was wondering if you could help me with my Maths project.
- I hope you don't mind me asking, but can you help me with...?
- I'd be terribly/ really grateful if you could help me with....

Gratitude

- I really want to thank you for your hospitality.
- It was so kind of you to invite me to stay.
- I really appreciated all your help.

Congratulations

- Congratulations on your engagement!

Encouragement

- Hope your project goes well.
- All the best at the school play!
- Wishing you the very best in your exams.
- Don't worry, you will pass your driving test soon.

Suggestions Ideas Advice

- Why don't you.....?
- You can't miss this show.
- Remember to....
- I'm sure you will enjoy...
- How about + ING?

Finishing your email

- Anyway, I must go and finish my homework.
- I guess it's time to go back to work.
- Give my regards/love to your family.
- We must try and meet up soon.
- I can't wait to hear from you!
- Hope to hear from you soon!

Closing Remarks

- Write back soon,
- All the best,
- Love,
- Miss you,
- Lots of love,
- Best wishes,
- See you on Saturday,



Write without Fear

- **Plan - Format**
- **Produce - Register/Expressions**
- **Polish - Check everything!**



Practice

Task #1

An English Speaking friend of yours is coming to your country next summer. Invite him to stay at your place.
Tell him/her about the places he should visit and the clothes he should wear.

Write your email in 140-190 words.



Task #2

You have received this email from a friend who lives in Australia. Reply in 140-190 words.

Hi, Grace!
Hope this email finds you well. How are you and your family?

I have great news! I won a competition at school and the prize is two plane tickets for me to invite a friend on a trip to China. Of course, I thought of you! Would you like to come? Hope you accept! If you do, when would be a good time for you to travel?

Let me know, please! Can't wait to hear from you!
Love,
Sandra

