

Learning FOCUS

Using informal language

When we write emails to friends and family, we use informal language. This can mean:

- using colloquial language
e.g. *Dear Freda* → *Hi Freda*
- using contractions
e.g. *I cannot ride a bike.* → *I can't ride a bike.*
- using exclamation marks and short sentences.
e.g. *That is a good idea.* → *Good idea!*

1 Read the Learning Focus box. Are these sentences formal (F) or informal (I)?

- 1 I'd love to come to your party!
- 2 I would like to come to your party.
- 3 Yours sincerely
- 4 All the best
- 5 I look forward to seeing you tomorrow.
- 6 Can't wait to see you tomorrow.
- 7 Awesome photo!
- 8 I think the photo is really beautiful.

2 Rewrite the sentences to make them informal.

- 1 I will arrive at your house at three o'clock.
- 2 I would like to meet your cousins.
- 3 I really enjoyed the meal.
- 4 Dear Erik
- 5 With kind regards
- 6 Thank you so much for your letter.

3 Read the Exam Tip. Then read the example task and the student's reply opposite.

- 1 Which information did the student NOT include?
- 2 Find two examples of formal language in the student's reply.

Exam TIP

Including all the information

- For some exam writing tasks you have to read an email and write a reply.
- There will always be four notes on the email. These notes ask you to give some information or to ask questions.
- You must make sure that you include all four points in your reply. Write at least one sentence for each point.
- When you have finished, read the exam question again and check you have included all the points in your email.

Say what I did

From: Gregor

Subject: Job fair

Hi!

How was your weekend? Mine was really busy.

Ask Gregor ...

I went to a job fair at my school on Saturday. It was really interesting and I think I'd like to be an architect because I love drawing and maths. What job do you want to do?

Answer Gregor's question

Next weekend I'm going to visit my uncle at his farm. Do you want to come?

No, because...

Take care

Gregor

Hi Gregor!

Thank you so much for your email. My weekend was great! I played football with my friends on Saturday and then we went to the cinema on Sunday. In the evening we all had pizza at my house.

The job fair at your school sounds really cool. I'd love to be an actor. I really like acting and I've been in lots of plays at school.

I'm really sorry, but I can't come to your uncle's farm next weekend. It's my dad's birthday and he's having a big party. Hope you have a great time!

With kind regards

Marek

4 Read the Exam Task on page 15. Make a plan for your email. Make sure that you include all the necessary information.

5 Now complete the Exam Task. Use the Useful Language to help you.

Exam TASK

Writing an email

Write your answer in about **100 words**.

Read this email from your English-speaking friend Maria and the notes you have made.

From: Maria

Subject: Holiday camp work

Hi!

Tell Maria about ...

How's your family? I hope everyone's well. I'm so pleased that we're going to spend a couple of weeks together in July.

I'm doing a few hours of volunteer work at a holiday camp in the first week of your visit. Do you want to come too? Also, would you like to go horse riding at the weekend?

Ask a question about the holiday camp

No, because ...

My cousin has invited us to his birthday party at the beach on the 12th July. Hope you can come!

Yes, please!

Maria

Write your **email** to Maria using **all the notes**.

Useful LANGUAGE

Beginning an email

Hi ... / Hello ...

Thanks for your email!

How are you?

How are things?

Asking questions

Can you tell me about ...?

Do you have any more information about ...?

Do you know if ...?

I wondered if you knew any more about ...?

Signing off

Write back soon!

Lots of love / Take care / Best wishes

6 Complete the Reflection Checklist. Then discuss your answers with your partner.

REFLECTION CHECKLIST

How did you do? Tick ✓ the sentences that you think are true.

I used colloquial expressions.

I used contractions.

I used exclamation marks and short sentences.

I used a friendly beginning and sign-off.

I included all the points in the task.