



2nd semester

Advanced

Lesson 32



Topic 32:

Writing: An informal email



E-MAIL: STRUCTURE

1. Write who is sending, who is receiving and the subject of the email:

From: Maria

To: XXX

Subject: XXX

2. **Greetings:** Hi/ Hello + Name of the person
- Hi/ Hello Marion,
3. **Develop your ideas** in different paragraphs taking **register** into account. You can use contractions, emoticons, abbreviations... etc

Informal letters and emails

- Writing to
- Friends
 - Family Members

Formal letters and emails

- Writing to
- People we don't know
 - Bosses or managers





Sample of Informal Email



To: Aimen@gmail.com

Subject: **Bahria Information ?**

Hi Aimen

How are you doing?

Listen, I have been assigned to work on Bahria town accounts by my company and then I recall that you once told me that you have also worked on Bahria town accounts last year ... so I was wondering if you could help me and give me some information regarding this client.

Lets plan to meet this saturday.

Thanks,

Mohsin



Write your own informal email



Inviting a friend

You are studying English at a private language school attended by many international students. You are planning a surprise birthday party for a friend who has been feeling particularly sad and homesick. Write to another classmate and invite him / her to the party. In your letter:

- explain the reason for the party
- give the date and time of the party
- suggest what the classmate could bring to the party
- Begin your letter as follows: Dear _____

You should write at least 150 words. You should spend about 20 minutes on this task.

