

INFORMAL LETTER

B1

Procedure

- **Read** the task carefully & underline.
- Identify the **function(s)** you should use (e.g. *advising, reminding, requesting, suggesting...*).
- Use the underlined information to write a **plan** dealing with one point in each paragraph.
- Plan your letter and write (4 paragraphs)
- Follow letter-writing conventions.

Useful Language

Opening

Dear/Hello/Hi name

Dear first name

Signing off

Write back soon. | Look forward to

seeing you. | Give my regards to ...

| Best wishes | All the best | Love |

With love | Kind regards | Yours

Answering the task

Referring to something you're replying to: Your X sounds an excellent idea... | As for X... | With reference to X... | You mentioned/asked about X in your letter/email and ...

Saying why you're writing: You asked me to recommend some ... | I've managed to find some information about X for you. | About your planned visit, ...

Making suggestions: How about / What about Ving ...? | It might also be a good idea to... | Can I suggest that ... | I suggest Ving ...

Giving advice: If I were you I would(n't)... | If I were in your shoes / position I would... | You had better/ you'd better... | You should... | Your only option is to... | Why don't you....? | Have you thought about....? | Have you tried...

Complaining: I'm not very happy about noun/Ving | I would like to complain about noun/Ving | I am writing to complain about noun/Ving

Apologising: Sorry about noun/Ving | I would like to apologise for noun/Ving

Extra Help

- Start with an **opening line**, **thank** your friend for the letter and write a **comment** or give a **reason** to write.
- Cover **all the points** mentioned in the task; as well as your own ideas.
- Follow a logical **order** so that the whole letter/email is coherent.
- Finish the letter/email in a natural way. Add an appropriate **comment**: don't stop abruptly.
- An informal style is appropriate when you're writing to a friend. **Slang** and **colloquial** expressions are sometimes appropriate.
- **Contractions** are always appropriate.

Starting the first paragraph

(Many) Thanks for your letter/email about... | It was good to hear from you (again). | I'm sorry I haven't written for such a long time but... | I thought I'd better write and ... | It's been such a long time since we last wrote to each other. | How was your holiday? | How are you? | How are things with you?

Sample Layout

Opening

Say thanks / General (personal) comment

Answer points in the task.

Answer points in the task.

Write an appropriate comment.
Sign off.

Your name