

## PRE-INTERMEDIATE UNIT 3

## informal emails

## speakout WRITING TIP

When we write emails to our friends and family we use informal language.

We use contractions, for example, *I'm*, *we're*, *they've*, *you'd*.

We also use informal expressions for starting and ending emails.

## 1 Rewrite the sentences using contractions.

- 1 We are going to the cinema tomorrow; would you like to come?  
\_\_\_\_\_
- 2 We are not going to the museum on Sunday.  
\_\_\_\_\_
- 3 I would love to come with you.  
\_\_\_\_\_
- 4 I am meeting Beth at 5pm.  
\_\_\_\_\_
- 5 I have not been to the new restaurant yet.  
\_\_\_\_\_
- 6 He has got a brother.  
\_\_\_\_\_
- 7 I am sorry; I am busy on Friday night.  
\_\_\_\_\_
- 8 They would really like to see you too!  
\_\_\_\_\_

## 2A Complete the informal expressions with words from the box.

soon   care   wait   Hi   Lots   How's  
ages   great

- 1 Take \_\_\_\_\_
- 2 \_\_\_\_\_ it going?
- 3 Can't \_\_\_\_\_ to see you!
- 4 It's \_\_\_\_\_ to hear from you!
- 5 \_\_\_\_\_ Pete!
- 6 It's been \_\_\_\_\_ since I heard from you!
- 7 See you \_\_\_\_\_
- 8 \_\_\_\_\_ of love

## B Which of the expressions in 2A do you use at the start (S) or end (E) of an informal email?

## 3 Read the informal email and choose the correct alternatives.

<sup>1</sup>Dear/Hi Susanna,

<sup>2</sup>It's great to hear from you/Thank you for your email. It sounds like you had a great holiday!

<sup>3</sup>Just a quick note to say/I am writing to tell you that I'm going to be in town this weekend and it would be great to see you! I'm staying at the Three Trees from Friday until Sunday. I'm going to the Opera on Friday evening and meeting Jonathan for lunch on Saturday. <sup>4</sup>In addition/Also, I'm going to watch the tennis on Saturday afternoon, so I'm quite busy! Are you free on Saturday night? Would you like to meet then?

<sup>5</sup>I look forward to hearing from you/Can't wait to see you.

<sup>6</sup>Yours faithfully/Lots of love,  
Marge

## 4 Read the informal email. Find and correct six mistakes.

Dear Tom,

Thank you for your email! It's been ages since I've seen you. It's exciting that you're going to be in London next Thursday, I would love to see you! Jason and I are meeting at 5pm and going to an exhibition at the National Portrait Gallery. Then we're going for dinner at a new Turkish restaurant in Soho. Do you want to come too? In addition, Chelsea are playing Arsenal so we're going to watch the game after dinner – it's going to be a great night!

I look forward to hearing from you.

Yours faithfully  
Matt



## 5 Write an email to a friend inviting them to do something next weekend. Write 60–80 words.

## Plan your writing

- Decide who you're writing to and plan your email. Say why you're writing, ask what their plans are, invite them to do something and ask for an answer. Remember to use informal language.

## Check your writing

- Have you used informal language?
- Did you check your grammar and spelling?
- Did you find any mistakes?