**INFORMAL LETTER OR EMAIL**

What to include: 🡪contractions

* **Phrasal verbs**:
* take up 🡪(empezar hacer algo)—you should take up playing football
* Get on well
* Keep on +ing
* Look forward to – I’m looking forward to it!
* **Idioms**  it’s a piece of cake –hit the books—drop me a line
* **Intense adjectives –**awesome/great for good
  + - * + awful for bad
        + delighted, glad, thrilled for happy
        + hilarious for funny
* **Connectors.:**  As well as that…
  + - * Also
      * Besides
      * However
      * Although
      * In spite of…
      * Instead of…

Useful expressions

🡪GIVE ADVICE *If I were you I would…..*

* *Why don´t you…?*
* *You really should…*
* *I think it would be a great idea to …*

🡪ASK FOR INFO

* *Could you let me know?*
* *I’d like to know…*

🡪ACCEPT

* *Count me in*
* *I’m looking forward to it*

🡪REFUSE

* *Unfortunately*
* *What a pity!*
* *I wish I could but*

Structure: *I’m really worried about studying abroad. Will it be easy to meet new people and find accommodation? I hope you can pay me a visit there soon. I’m a bit scared*

1. **INTRODUCTION**

*Hi Dani,*

*How are things? Sorry to be slow getting back to you but …*

*I was afraid to hear that…*

*What great news! I’m glad that…*

1. **QUESTION 1-2**

*In your letter you mentioned …*

*Well, if I were you I would ….since…or because …*

*Besides, why don’t you…? As well as that, you also wondered about accommodation…*

*I think you really should…*

1. **QUESTION 3**

*Anyway, I’ll be delighted to pay you a visit, count me in! let me know when it suits you so I can plan ahead.*

1. **CLOSING**

*Well that’s all for now. I hope this was helpful. Drop me a line soon. Take care, /best wishes, Nicoleta*

HOW TO WRITE AN ARTICLE

***Could you live about social media for a week? What would you miss?***

***What are the most important things for teenagers to learn?***

What to use for an article:

* RHETORICAL QUESTIONS 🡪*Are you one of those people who …? If the answer is YES this article is for you*

*What would life be like if + past simple*

*How would you feel about +ing*

*Was I feeling sad? Of course I was.*

* INTENSE ADJECTIVES 🡪 **situations/things:** *breathtaking , outstanding(good)or awesome, awful or terrible , unforgettable, astonishing, filthy(dirty) or spotless( very clean, freezing cold, boiling/scorching hot* 
  + - **Feelings:** *thrilled, delighted, devastated, astonished, furious, exhausted.*
* IDIOMS AND PROVERBS 🡪” ***Actions speak lauder than words”***
  + - * + ***“A journey of thousand miles begins with a single step”(article sobre charity)***
        + ***Don’t judge a book by its cover***
        + ***No pain no gain***
* PHRASAL BERBS
* CONDITIONALES 2º for advice *if I were you I would do …*

*3º* something that happened to you*. If I had known before, I would have changed my mind.*

* QUESTIONS TAGS 🡪 W*e can’t live without it,* ***can we?***
  + - * + *You are always online,* ***aren’t you***?
* CONNECTORS: 🡪 as well as that…/🡪 Besides 🡪 On top of that..--> However, 🡪 Surprisingly, (at the beginning)

ESTRUCTURA

**TITLE**

1. **What is the article about?** *Have you ever dreamed ….*

*I’m sure everyone would agree that social media is part of our life and it goes without saying that it is a huge part of mine too. But how would you feel if you couldn’t check your profile for a week?*

1. **Personal opinion with example/anecdote**

*At First, you might think that you will be absolutely fine, but hold your horse! Just imagine … I personally…*

1. **Address to reader!**

*If I were you, I wouldn’t ….*

*Why don’t you..?*