

Sending messages

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_2412X

LANGUAGE
English

lingoda





Goals

- Can correctly structure a short, personal email.
- Can use simple, typical phrases for electronic messages.





Hi Colin,
Sorry for not getting in touch earlier.



As you know, I just moved house
and so **I'd like to invite you** to my new
place!



Would you be free next weekend? **Let
me know.**



All the best,
Erik





Preview and warm-up

In this lesson, you will learn how to write a simple **personal email**.



Hey there, Phil. How are things?



Email structure

- When writing a personal email to a friend, it can be helpful to **follow a set structure**.
- Look at the 6 parts outlined below:

Greeting

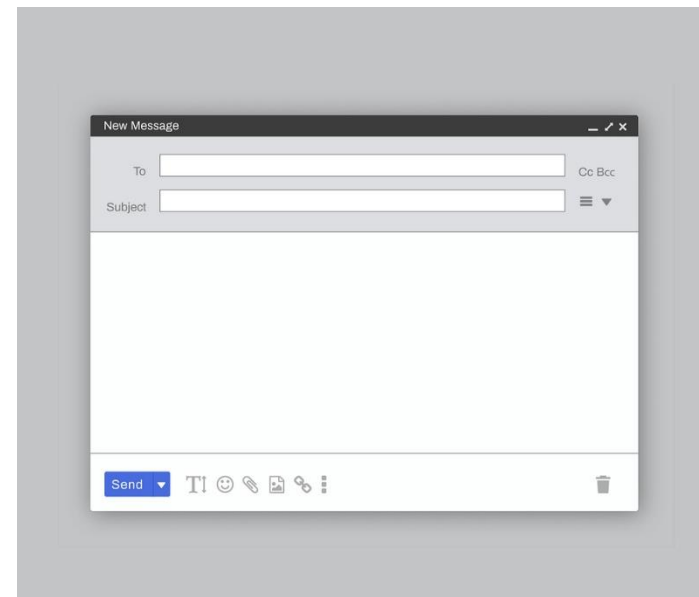
Explain why you haven't been in touch

Ask questions

Share news

Make plans to meet

Sign off



Hi!

Hey (there)!

We can use either of these phrases as a **greeting** at the start of an email.



Hi Khaled,...
Hey there Phillipa,...

Sorry for not getting in touch

Long time no speak

You can open an email with either of these phrases.

It's polite to say something about the **length of time** between your last email and this one.

Hey Marc,
Sorry for not getting in touch. How's New York?

Hi Cheryl,
Long time no speak. Hope you're doing well!

Hope everything's going well

You can also use this phrase when opening a personal email.

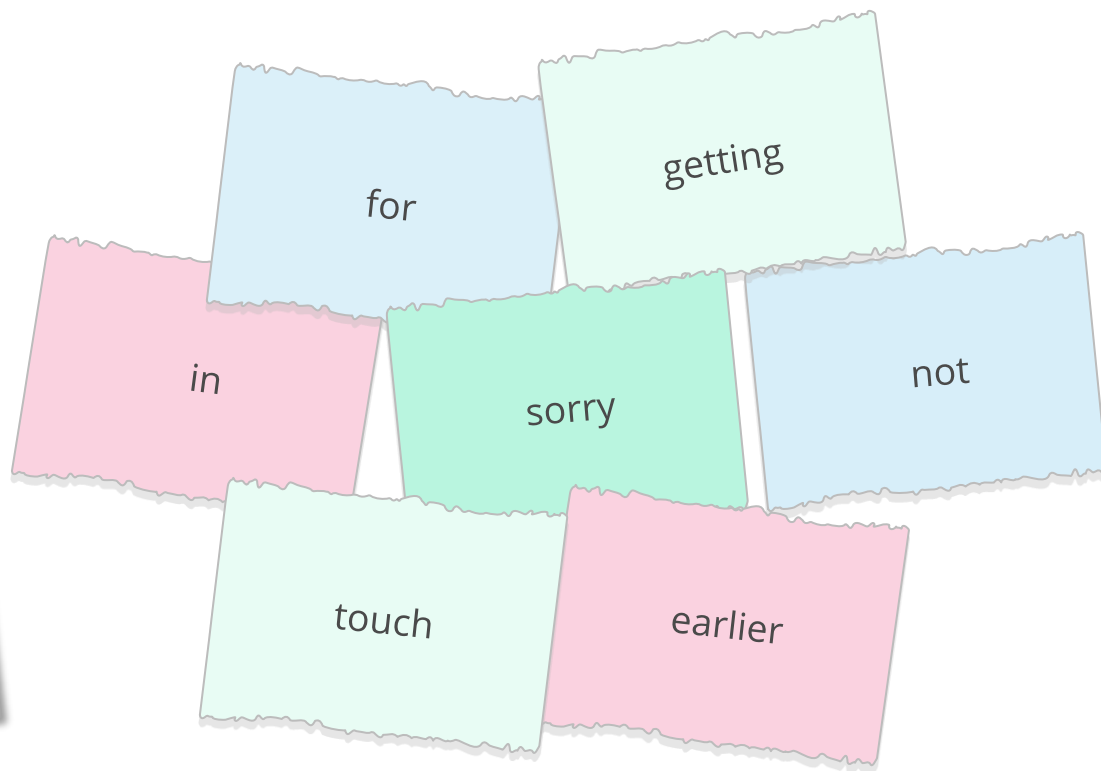
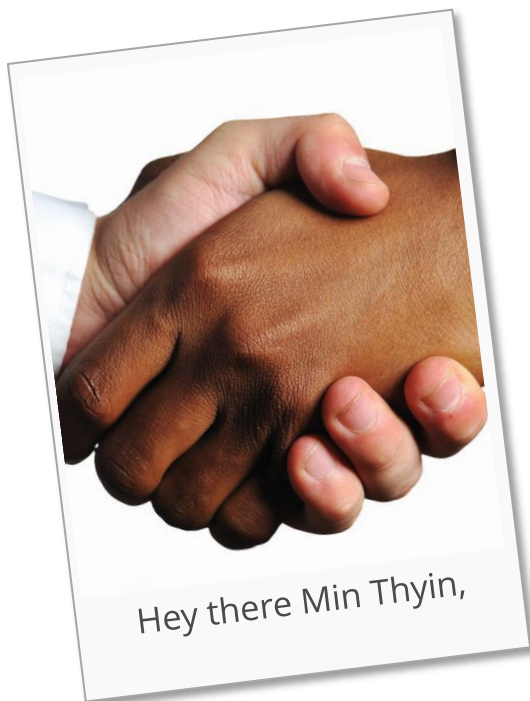
You use it to express your desire that the other person is doing well.

Hey Sam,
Hope everything's going well in LA. Are you having a good time?



Unscramble the sentence

Form a phrase to open a personal email using the words below





Unscramble the sentence

Form another phrase to open a personal email using the words below





The beginning of an email to a friend or colleague

Write the reason you are writing in the subject bar of the email. Then write a greeting and explain why you haven't been in touch

The diagram shows a window for composing an email. It has a title bar with three buttons: a minus sign, a square, and a red 'x'. Below the title bar are three input fields. The first field is labeled 'To:' and is empty. The second field is labeled 'Subject:' and is empty. The third field is a large text area with several horizontal lines for writing.



Ask questions

- After you open the email, it's polite to show interest in the other person.
- Don't ask too many questions, it's not an interview!

- How are things?
- How is everything at your end?
- Where are you living now?
- How about your family/friend/job?

Hi Tim,

Sorry for not getting in touch before.

How are things? How about your Dad?



Asking questions and follow up questions

How about...? usually goes with another question.

We don't use it as a single question. We can use it after answering a question too.



How are you and Brenda doing?
Fine thanks, business is good. **How about you?**



How about your kids? How are they doing?



Share news

- It's polite to say something about your life at the moment.
- Don't say too much, it's not your life story!

- As you know, I ...
- I just ...
- Recently ...
- I didn't tell you that ...
- I moved house ...
- I got a new job ...
- I had a baby ...

Hi Tim,

Sorry for not getting in touch before.

How are things? How about your dad?

I didn't tell you that I just moved downtown. I **recently** got a new job at the head office.



Ask questions

Match the two halves of the questions to form phrases

1. How are

a. everything at your end?

2. How is

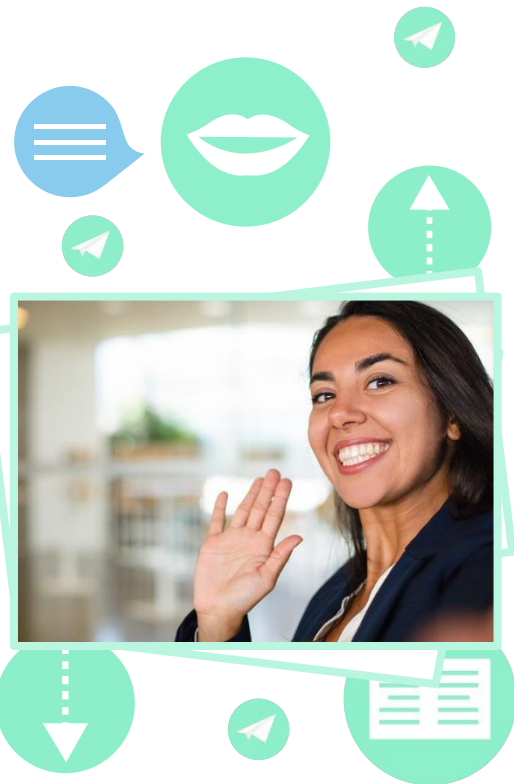
b. family?

3. Where are

c. things?

4. How about your

d. you living now?





Match the pictures and fill the gaps

1. As you know, we _____ apartments last month.

2. I recently _____ job.

3. I didn't tell you that I passed my _____ .

4. Did you know that I _____ a dog ?

5. Sajiv and I got _____ .

6. I had _____ .

A



C



E



B



D



F





The middle of your personal email

To: ...

Subject: ...

Now write the middle of the email to a friend or colleague. Make sure to ask them a question and share your news



Ending your email

You can end your email by **making plans** to meet up with the person at some point soon.

You can use some of the phrases below:

- I'd like to invite you to ...
- Would you be free on ...
- Would you fancy ...
- Let me know what you think.
- Let me know when you're free.

Hi Tim,

Sorry for not getting in touch before. How are things? How about your Dad?

I didn't tell you that I just moved downtown. I recently got a new job at the head office.

Would you fancy meeting up for lunch next week? **Let me know when you're free.**

Best wishes

All the best

You can use either of these phrases to **sign off** your email. Remember to write your name after!



All the best,
Greta

Speak soon

See you soon!

You can also close an email with either of these two phrases. Especially if you plan to see the person in the near future!



See you soon,
Paul



In which section of an email do we find these sentences?

	BEGINNING	MIDDLE	END
1. See you soon!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Did I tell you we are moving to Mexico?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Long time no speak!	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Let me know what you think.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I'd like to invite you and your partner to dinner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I recently passed the management course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



A personal email

Fill in the gaps of the email below. Then, finish it off by making plans to meet with Karim and signing off correctly

	-	□	×
Subject: Fun request!			
To: Karim			
<p>Hi Karim,</p> <p>How 1. _____ you today?</p> <p>2. _____ I haven't written for a while. We had family with us for a couple of weeks.</p> <p>As you 3. _____, our company is celebrating its 20 year anniversary next March.</p> <p>We are planning a surprise musical event for the management team. I know you are an excellent guitarist.</p> <p>Would you be...</p>			



Tell your teacher

Think of a short phrase for each of the following sections of a personal email



1

Greet your friend. Explain why you have not been in touch.



2

Ask them a question. Give your news.



3

Make a plan. Sign off.



Emails in your language

**Tell your teacher or classmate how you write emails in your language.
How is the structure similar or different to English?**



Beginning

Middle

End



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise 1, p.9

Sorry for not getting in touch earlier.

Exercise 2, p.10

I hope everything's going well for you.

Exercise 3, p.15

1. c, 2. a, 3. d, 4. b

Exercise 4, p.16

1. c, 2. a, 3. b, 4. f, 5. d

Exercise 5, p.21

1. End, 2. Middle, 3. Beginning, 4. End, 5. End, 6. Middle

Exercise 6, p.22

1. are, 2. sorry, 3. know





Match the sentence halves

1. Let me know...

a. ...our house warming party.

2. Would you be free...

b. ...things?

3. Sorry for...

c. ...when you're downtown.

4. How about...

d. ...I got a new job.

5. I'd like to invite you to...

e. ...on Friday?

6. I didn't tell you that...

f. ...not writing earlier.

7. How are...

g. ...your little boy?



Write a short email to a school friend. Explain why you haven't been in touch. Ask two questions about their life. Plan to meet up in your home town next time you visit.

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□

×

To:

Subject:

Hi,



Homework answer key

Exercise 1, p.32
1c, 2e, 3f, 4g, 5a, 6d, 7b



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