

INFORMAL LETTER (EMAIL)

Paragraph 1- Introduction

Hi James, / Dear James,

- I'm so glad to hear that (you're going to visit Spain!)
- It's always so good to hear from you!

Paragraph 2- Answer the most important questions

Suggestion:

- Why don't you (join a gym)? (Explain)
- Why don't we (go to the club after the concert)?
- Maybe we could (order a pizza). What do you think about this?
- If I were you, I would (book a table at a restaurant nearby), because ...

Refusing:

- I'm sorry but it's impossible for me to (go to your party) because (I have an exam the following day). What a pity!

Asking for info:

- Could you tell me more about (your new job)? I'm curious about it.
- Could you tell me more about (your new job)? I would love to know.

Giving opinions:

- It seems to me that ...
- To be honest I'd rather (eat at home tonight).

Paragraph 3- Ending

Drop me a line if you have time.

Best wishes,

James

Tips

- Use contractions: I'm / you're / isn't
- Give reasons or examples.
- Use connectors: What's more, / As well as that, (ademas,) / However, (sin embargo, → Contraste)

ARTICLE

(Tema actual) Nowadays, (teamwork is very important for students and) personally, I think (we learn a language faster if we help each other).

In fact, according to (learning English in teams is that you have fun while practising the language in a meaningful and interactive way).

- I feel ...
- It seems to me that ...
- To be honest ...
- To my mind ...

Tips

Themes:

- Jobs
- Education
- Entertainment: Films, music, books, festivals, games, health, sports, shopping, travelling, holidays
- Use connectors