

## An informal email to a friend

Learn how to write an informal email to a friend.

### Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

### Preparation task

Write the phrases in the correct group.

Hi Pradeep!	Dear Sir/Madam,	Hope to hear from you soon,	How's it going?
I look forward to a prompt reply.	Yours sincerely,	Take care,	I am writing to request ...

Informal	Formal

### Reading text: An informal email to a friend

Hi Linda,

How's it going?

Sorry I haven't been in touch for such a long time but I've had exams so I've been studying every free minute. Anyway, I'd love to hear all your news and I'm hoping we can get together soon to catch up. We just moved to a bigger flat so maybe you can come and visit one weekend?

How's the new job?

Looking forward to hearing from you!

Helga

.....

Hi Helga,

I've been meaning to write to you for ages now so don't worry! How did your exams go? When will you know your results? I'm sure you did brilliantly as always!

As for me, I'll have been in the new job three months by the end of next week so I'm feeling more settled in. At first I felt like I had no idea what I was doing but now I realise it's normal to feel like that. There was a lot to learn – there still is actually – and I soon had to get used to the idea that I can't know everything. I used to work late a lot and at weekends but I'm slowly getting into a normal routine.

Which means I'd love to come and visit! We really need a good catch up! I can't believe we haven't seen each other since Carl's wedding. How does next month sound?

Anyway, I'd better get back to work.

Congratulations on the new flat! Can't wait to see you!

Love,

Linda

.....

## Tips

1. You can start an informal email with *Hi ...*
2. Make sure you answer any questions that were asked.
3. Use informal vocabulary like phrasal verbs (e.g. *to get together, to catch up*) to create a friendly tone.
4. Before you sign off, close the email with a phrase like *Looking forward to seeing you!* Or *Good luck with your exams!*
5. End with *Love*, (for close friends and family) or *Take care*, before signing your name on the next line.

## Tasks

### Task 1

Are the sentences true or false?

	<b>Answer</b>	
	True	False
1. <i>Hi ...</i> is less formal than <i>Dear ...</i> , .	True	False
2. <i>How's it going?</i> is an informal way to say <i>How are you?</i> .	True	False
3. It's important to give the reason for writing in the first sentence.	True	False
4. Phrasal verbs like <i>catch up</i> make your writing sound more formal.	True	False
5. <i>How does ... sound?</i> is an informal way of suggesting something.	True	False
6. People don't write in paragraphs in informal emails.	True	False

### Task 2

Match the sentences (1–6) with the replies (a–f).

#### Sentences

1. .... I was wondering if you want to go for dinner.
2. .... I'm really sorry I've not been in touch.
3. .... How are you doing?
4. .... Just to let you know I passed my exams!
5. .... I've been ill for most of the month so I couldn't come to your party.
6. .... I was hoping you could do me a favour.

#### Replies

- a. Things have been good and ...
- b. Sorry to hear that!
- c. Don't worry! I've been super busy too.
- d. I'd love to. How about Tuesday?
- e. Happy to help any way I can.
- f. So good to hear your news.

### Task 3

Write one word to fill each gap.

1. Sorry I haven't been ..... touch for such a long time.
2. I've been meaning to write to you ..... ages.
3. How did your exams ..... ?
4. I felt like I didn't know what I was doing ..... first!
5. Anyway, I'd better ..... back to work.
6. Can't wait ..... see you!
7. We really need a good catch ..... !
8. I can't believe we haven't seen each other ..... Carl's wedding.

### Discussion

What's the best way to stay in touch with friends you don't see often?

## Answers

**Preparation task**

Informal	Formal
Hi Pradeep Hope to hear from you soon, How's it going? Take care,	Dear Sir/Madam I look forward to a prompt reply. Yours sincerely, I am writing to request ...

**Task 1**

1. True
2. True
3. False
4. False
5. True
6. False

**Task 2**

1. d
2. c
3. a
4. f
5. b
6. e

**Task 3**

1. in
2. for
3. go
4. at
5. get | go
6. to
7. up
8. since