

An email to a friend

Learn how to write an email to a friend.

Before reading

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

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. to drop someone a line
2. to be snowed under
3. to work out
4. it's been ages
5. to be off to
6. on the horizon
7. seeing as
8. been up to

Definition

- a. it's been a long time
- b. to write to someone
- c. because
- d. to have so much work that you have problems dealing with it
- e. been doing
- f. to happen or develop in a particular way
- g. happening in the near future
- h. to be going to

Reading text: An email to a friend

Hi Rebecca,

How ARE you?! It's been ages!! I thought I'd drop you a line seeing as I'm stuck in the airport with nothing to do but make use of the free Wi-Fi.

Not that writing to you isn't top of my list of things to do, of course ;) but I've been totally snowed under at work, plus all the family stuff that's been going on ... Anyway, I'm just about to go on a much-needed holiday so I really can't complain!

Anyhoo ... what have you been up to? I saw Carol a couple of months ago – don't know if you heard what happened with her job but it made me feel grateful I only slightly hate mine – and she was saying your book is going to be published?! GREAT news!!! Send me a link and I'll definitely buy it and leave a five-star review :)

As for me, same old, same old re: job. Maggie and I broke up a while ago, as you know, but we're getting on much better now and it's working out far better for the kids. No-one new on the horizon but I'm off to Canada travelling for a month (if this plane ever leaves!) so who knows?!

Actually, I'll be flying over your house in a few hours. I'll wave! Let's make a plan to see each other when I get back, OK?

Hope life's treating you well!

Lots of love,

Sarah

.....

Tips

1. It's common to start with a reason for writing and refer to how long it's been since you saw or wrote to each other.
2. Use phrasal verbs (e.g. *going on, been up to*) and informal expressions (e.g. *drop you a line, same old, same old*) to give it a friendly, informal tone.
3. Use emoticons or multiple exclamation marks (!!!) or question marks (???) to add extra excitement and feeling. You can also use capital letters for emphasis (*How ARE you? GREAT news!!*).
4. Before signing off you can finish with closing phrases like *Hope all's well! / Looking forward to seeing you! / Best of luck with ... !*
5. Sign off with *Lots of love* for close friends or family or *Take care* if you are not so close.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. The writer and the recipient have not seen each other for quite some time.	True	False
2. The writer has been busy recently.	True	False
3. Carol is someone they both know.	True	False
4. The writer enjoys their job.	True	False
5. The writer is not in a new relationship.	True	False
6. The writer suggests a concrete plan for meeting the recipient.	True	False

Task 2

Choose the correct answer.

1. What is the function of this sentence? *I thought I'd drop you a line seeing as I'm stuck in the airport with nothing to do but make use of the free Wi-Fi.*
 - a. Giving a reason for writing
 - b. Making a reference to how long it's been since they saw each other
2. The phrase *stuff that's been going on* means ...
 - a. 'things that have been happening'.
 - b. 'clothes that I have been wearing'.

3. *I can't complain* means ...
 - a. 'I'm feeling negative'.
 - b. 'I'm feeling positive'.
4. *Anyhoo* is an informal way to say 'anyway'. It is used to ...
 - a. add extra information about the same topic.
 - b. return to the main topic after talking about something else.
5. Why does the writer use the punctuation marks '?' in the following sentence? ... *she was saying your book is going to be published?!*
 - a. She is excited but also checking the information is true.
 - b. She is excited but can't remember what exactly Carol said.
6. What does this mean? *As for me, same old, same old.*
 - a. A lot has changed.
 - b. Nothing has changed.
7. What does *re:* mean in *same old, same old re: job?*
 - a. about/regarding
 - b. except
8. *Hope life is treating you well* is a different way to say ...
 - a. 'I hope things are going well for you'.
 - b. 'I hope you are not ill'.

Task 3

Complete the sentences with words from the box.

on	out	up	off	line	ages	horizon	under
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1. Hi Jon! I thought I'd drop you a to see what you've been to.
2. I'm sorry I couldn't come last week. I was totally snowed at work and I had the kids.
3. There's just so much going these days!
4. How's your new job working ?
5. Really looking forward to Friday!! It's been since I went to a concert!
6. I'm to London tomorrow for a meeting with a publisher. There may be a new book on the

Discussion

How do you keep in touch with friends?

Answers

Preparation task

1. b
2. d
3. f
4. a
5. h
6. g
7. c
8. e

Task 1

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

Task 2

1. a
2. a
3. b
4. b
5. a
6. b
7. a
8. a

Task 3

1. line | up
2. under
3. on
4. out
5. ages
6. off | horizon