



# INFORMAL EMAILS



Scan to review worksheet

Expemo code:  
15RZ-X7JB-EDN4

## 1 Reading

Look at the email conversation below. Put the emails in order 1-6:

A \_\_\_\_\_

It's on Saturday evening. We're all going to meet at Blue Tokyo at 8pm. It's a new Japanese restaurant on Richmond Street. I'm attaching a map.  
Jack

B \_ \_

Hi Emma,  
I hope all is well. I just wanted to ask you – are you coming to John's birthday party next weekend?  
Let me know.  
Regards,  
Jack

c \_\_\_\_\_

Great. So, see you on Saturday



D \_\_\_\_\_

Hey Jack,  
It's good to hear from you. Yes, I'd love to come. When exactly is it?  
Thanks,  
Emma

E \_\_\_\_\_

Sounds good. Any plans for later?  
Emma

F \_\_\_\_\_

Yes, after that we'll probably go dancing somewhere. So make sure that you sleep well on Friday :)

## 2

**Useful expressions**

Now study the expressions below. They are all used in the emails:

	Expressions used
<b>Greeting:</b>	Hi, Hey,
<b>Reason for writing:</b>	I just wanted to ask you
<b>Pleasantries:</b>	I hope all is well. It's good to hear from you.
<b>Showing interest:</b>	Sounds good. Great.
<b>Attachments:</b>	I'm attaching ...
<b>Call to action:</b>	Let me know.
<b>Signature:</b>	Regards, Take care, Thanks,

Now add the following expressions to the above categories:

Hello, I just wanted your opinion on something. Excellent! That's wonderful.  
I have some news. How are things? I've attached ... Kind regards, Call me later.



**3 Practice**

Complete the emails below with suitable vocabulary from Exercise 2. More than one answer is possible.

Email 1a

\_\_\_\_\_ Mario,  
\_\_\_\_\_. \_\_\_\_\_ - I need a new smartphone but I can't decide which model to buy. What do you think?  
Thanks,  
Phillip

Email 1b

Hi Phillip,  
\_\_\_\_\_. Well, as you know, I'm an Apple fan boy, so I recommend the new iPhone. It's got everything you need.  
Hope that helps.  
\_\_\_\_\_,  
Phillip

Email 2a

Hey Silvia,  
\_\_\_\_\_ ? \_\_\_\_\_. Tony is now a married man! \_\_\_\_\_ some pictures of the wedding.  
Take care,  
Alessio

Email 2b

Hi Alessio,  
\_\_\_\_\_ ! I didn't know he was engaged.



## 4

**Writing**

Choose three topics from the list below and write a short email for each topic.

1. You are on holiday in Greece. Tell your friend about it: describe the hotel where you're staying, the weather and what you have done. Attach some photos.
2. Your friend is having his 40th birthday. Send your best wishes.
3. You decide to organize a high school reunion. Write an announcement to your former classmates: inform them about the idea and propose the date and venue for the event.
4. You want to visit Prague for the weekend. Your friend was there last month. Ask him for advice about hotels.
5. Tell your friend about a restaurant that you have been to recently. Attach some photos of your meal.
6. You plan to visit London for a few days. Your aunt lives there. Ask her if you can stay at her place.
7. You are planning a party but you have no idea what to cook for the guests. Ask a friend for advice.
8. Your favourite band is playing a concert in your city. You don't want to go alone so you decide to invite a friend.

## 5

**Homework**

Reply to each of the emails you wrote.