



Writing Writing emails

Comparing formal and informal

1 Work with a partner. Discuss which beginnings can go with which endings.

More than one is sometimes possible. Which are formal? Which are informal?

Beginnings	
1	Dear Peter
2	Dear Mr Smith
3	Hello Cathy
4	Dear Sir or Madam
5	Dear mum
6	Hi Rob
Endings	
a	Lots and lots of love, Harry xxx
b	Love, Concetta
c	Yours, George
d	Bye for now, Sammy
e	Yours faithfully, Daniel Miles
f	Yours sincerely, Kay Macey
g	Best wishes, Dave

2 Look at the online advertisement for an English school. Where is it? What can you study? Who do you contact?



YORK HOUSE

One of the UK's most successful English language schools

We welcome students from over 100 countries to one of Britain's most beautiful cities.

We offer quality English courses, including General English, Business English, and Examination preparation.

Our contact details

Harriet Lombard York House School of English
Principal 55-57 Harrogate Road
York, YO1 5NU,
United Kingdom.
Phone: +44 (0) 1904 973694
info@houseofyork.co.uk

We look forward to hearing from you.

A formal email

3 Read the **formal email** to the school. Complete it with the words or phrases from the box.

frequently advertisement However interested in to hearing to improve some information application form sincerely

4 Look at the different parts of the email. What are the greetings and endings for formal and informal emails in your language?

To: info@houseofyork.co.uk
Subject: York House School

Greeting Dear Ms Lombard,

Introduction I saw your ¹_____ for English classes in this month's *English Today* magazine, and I am ²_____ coming to your school this summer.

Main part I studied English for six years at school, and I have to use English ³_____ in my job. ⁴_____, I now feel that it is necessary to study further. I would especially like ⁵_____ my pronunciation. Please could you send me more information about your courses, and an ⁶_____. I would also like ⁷_____ about accommodation.

Conclusion I look forward ⁸_____ from you as soon as possible.
Yours ⁹_____

Ending Concetta Francanero

An informal email

5 Read Concetta's email to her English friend, Rob. Compare it with the formal email.

- How does she express the **highlighted** lines in the formal email?
- What other informal words and phrases are in this email?

To: Robbie.jo@gpost.com
Subject: Visiting England

Hi Rob,

Just to let you know that I'm thinking of coming to England this summer. You know I have to use English a lot in my new job, so I want (need!) some extra lessons, especially for my pronunciation – as you are always telling me I should try to improve this! Anyway, I saw an interesting ad in a magazine for a school in York. Isn't that quite near you? I'd love to visit you while I'm there.

Can't wait to hear from you. See you soon I hope.

Love,
Concetta

6 Write a formal email about yourself to the school in York. Then write to an English friend about your plan.

Go online for more writing practice

