

HOW TO WRITE AN INFORMAL EMAIL

Things you should consider while writing an email:

- Pay attention to your spelling, punctuation, and grammar.
- Don't use slang such as “u” instead of YOU or OMG. Do not use abbreviations.
- Keep the tone warm and light (friendly).
- Write a paragraph for each bullet point given in the question.
- Use time phrases; for example, **shortly after that, later that afternoon, after dinner... etc.**
- Make sure to add details to show that you really know the person.

Greeting:

- Hi Sandy,

Also:

- Dear Sandy,
- Hey Sandy,
- Hello Sandy!

Note: If the name mentioned after the greeting expression is the person's first name, then the greeting expression becomes informal. However, when the name is the last name or sir or madam, then the expression is formal.

2. Then, there is an **opening paragraph**.

You may follow that with a friendly expression like (check-in: ask how this person is doing)

- How are you?
- How are you doing?
- I hope you're well.
- Hope you are doing well.
- How's it going?
- How are things (going)?

If you are responding to an email your friend sent you, you could say:

- Thanks for your email.
- It was great to hear from you.
- I enjoyed reading your email.
- It's nice/great / good to hear from you.
- I'm glad to hear your news.
- It's great to hear that (you have passed your exams)
- I'm sorry to hear that (you have failed the History exam (you have argued with your cousin)
- Thanks a lot for writing!
- Thank you very much for your email.

After that, you can mention the time/reason for example

- It's been a while.
- Haven't heard from you in a long time.

- I have been meaning to send you an email for a long time/ since your birthday for example.
- I'm just checking in to hear what's new.

Mention how things have been going in your life you can say

- I'm so busy with....
- Things have been okay lately
- I'm super stressed out as my exams are next week

3. You continue with the **main paragraphs**

Suggestions	<ul style="list-style-type: none"> ● -How about going fishing tomorrow? ● -What about meeting at 6 pm tomorrow? ● -Why don't we go swimming this weekend? ● -Let's go camping! ● -We could go to the shopping center and buy some clothes.
Invitations	<ul style="list-style-type: none"> ● Would you like to come to dinner on Friday night?
Asking for something	<ul style="list-style-type: none"> ● Could you please send me...? ● It would be great if you could...
Giving good News	<ul style="list-style-type: none"> ● I'm glad to tell you that... ● I just wanted to let you know that...
Giving bad News	<ul style="list-style-type: none"> ● I'm afraid I've got some bad news for you. ● Unfortunately, I have to tell you that... ● I'm afraid that we can't... ● I'm sorry to tell you that...
Giving advice	<ul style="list-style-type: none"> ● You should... ● If I were you, I would... ● It might be a good idea (for you) to ... ● (I think) the best thing would be to ... ● Why don't you ... ? ● Have you thought about ... (+ -ing)? ● Another good idea is to ...
Giving your opinion	<ul style="list-style-type: none"> ● In my opinion, ... ● I think ... ● For me, ...
Offering to do something	<ul style="list-style-type: none"> ● I/We could ... ● If you want, I/we could ... ● Shall I/we ... ● Do you want me/us to ...?

You should try to make use of connectors.

... And...	I love reading and listening to music.
..., but...	I love watching TV, but I don't have a favorite show.
However, ...	Last month, I went to the cinema. However , I didn't enjoy the movie.
Because of that, ...	My mum likes to cook using new ingredients all the time. Because of that , she creates original dishes every month.
As for.../ Regarding...:	As for/Regarding why I like this cookery show, I think it's because it's a great way to see new recipes
Time linkers:	<ul style="list-style-type: none">● Then.... After that,● Yesterday,● Last summer, etc.

4. Closing paragraph

It is used to start saying goodbye and to ask for a response to your email. So we can use the following expressions:

- Well, it's time to say goodbye.
- Anyway, I have to go now.
- Well, it's time to go.
- I really hope to hear from you soon.
- I'm looking forward to hearing from you.
- I hope you write back soon.
- Make sure you write back soon.

5. **Saying goodbye.** There are many ways in English to close an informal email. The most frequently used ones are the following:

- Best wishes,
- Best,
- Take care,
- All my love,
- Love,
- Lots of love,
- See you soon,
- Regards,

6. Your name

- Mark
- Ali
- Maria

Samples

Hi Alex,

I'm so excited that you are coming to stay with me for a week!

On your first evening here, there is a rock concert in our town. Would you like to go to the concert or would you prefer us to relax at home?

Also, shall we go climbing in the mountains while you are here?

Let me know if you have any questions.

See you soon,

Sandy

Hi Sandy,

Thank you very much for your email. I'm also excited about visiting you!

I find rock concerts really exciting so I think it would be a great idea, better than staying at home and relaxing.

As for climbing, I'm afraid I can't. Last month, I broke my left arm while I was skating with some friends in the park.

What about going to that famous amusement park in your town? You told me there are wonderful rides there. Then we can go sightseeing with your friends. What do you think?

Well, it's time to go now. Please write back soon and tell me what you think.

Best,

Alex