

The main characteristics of Informal Emails

STRUCTURE

USEFUL LANGUAGE

<p style="text-align: center;">An opening formula</p> <p style="text-align: center;">Greetings</p>	<ul style="list-style-type: none"> ▪ Dear (name), ▪ Hello (name) ▪ Hi (name) ▪ Hello everyone o Hi everyone / Hi all ▪ NO - Dear Sarah!!! (always use a comma: Dear Sarah,)
<p style="text-align: center;">Introductory paragraph</p> <p style="text-align: center;">Beginning the informal email/letter</p>	<ul style="list-style-type: none"> ▪ Thank you very much for your email/letter/ Muchas gracias por tu email/carta ▪ It's nice to hear from you/ Me alegra saber de ti. ▪ How are you doing?/ ¿Qué tal vas? ▪ It's been so long! - ¡Cuánto tiempo! ▪ It's been such a long time since (we last saw each other)/ Ha pasado tanto tiempo desde que nos vimos por última vez.
<p style="text-align: center;">The body</p> <p style="text-align: center;">Introducing the topic</p>	<p>As many paragraphs as ideas you are asked to discuss :</p> <ul style="list-style-type: none"> ▪ Do you remember the last time (we saw each other)? ¿Te acuerdas de la última vez (que nos vimos)? ▪ I was thinking it would be great if we could (meet, see each other)/ Estaba pensando que sería genial si pudiéramos (encontrarnos/vernos). ▪ I'm just writing to say you that... Te estoy escribiendo sólo para decirte... ▪ It's very good of you to... Es muy amable de tu parte... ▪ It's been so long since I last wrote... Ha pasado un largo tiempo desde que te escribí... ▪ It's been so long since I heard from you... Hace tiempo que no sé nada de ti... ▪ I'm thrilled to tell you that I have (finished my exams, studies)/ Me emociona contarte que he acabado mis exámenes, estudios.
<p style="text-align: center;">Closing paragraph</p> <p style="text-align: center;">Ending the email/letter</p>	<ul style="list-style-type: none"> ▪ I hope to see you soon/ Espero verte pronto ▪ Please, drop me a line as soon as you can/ Por favor, escíbeme en cuanto puedas. ▪ Once again thank you/ Una vez más gracias. ▪ Give my regards to (your family, wife, husband, boyfriend, etc.)/ Dale recuerdos a tu familia, mujer, marido, novio, etc.

	<ul style="list-style-type: none"> ▪ Please, let me know your thoughts about (my plan, our trip) Por favor, dime lo que piensas sobre (mi plan, nuestro viaje) ▪ I'm looking forward to seeing you again/ Espero verte nuevamente. ▪ Looking forward to hearing from you soon... Espero volver a saber de ti pronto
<p>A closing formula</p> <p><i>Saying good-bye</i></p>	<ul style="list-style-type: none"> • All the best • Best wishes • Lots of love • Love, • Lots of love, • Regards, • Best wishes, • All the best, • xoxo (besos y abrazos) • xxx (besos)

- **Language:** Given that we are writing to a **friend** or **close relative**, our language will be relaxed and friendly. We could call it **informal language** if you want. So we will be making use of contracted forms, common phrasal verbs, colloquial expressions and even flexible punctuation (E.g.: using em dashes “–”).
- **Common topics:** Many informal emails to friends and relatives deal with giving advice on a certain subject, such as **visiting your hometown**, **keeping fit**, advice on **which cities to visit** in your country, **organising a party** for a mutual friend, etc. Sometimes, these topics may appear.

EXAMPLE

Task:

An English friend of yours is visiting your city next summer. Write to him and tell him about the places he should visit and the clothes he should wear. You must also invite him to stay with you during his stay.

Pay attention not only to the language, but also to the clear structure marked in red.

OPENING FORMULA *Dear Jack,*

INTRODUCTORY PARAGRAPH *It's great to hear from you after so long! How are you doing? I'm so excited about your visit next summer. Let me give you some tips so you can get ready.*

SUBTASK 1: *First of all, there are some places which you can't miss! For what to visit* *example, here in Granada you should totally visit the Alhambra, an ancient Muslim palace. It was nominated to become one of the new seven wonders of the world. Also, don't forget to check out St Nicholas viewpoint – you'll have the best views of the Alhambra and the whole city.*

SUBTASK 2: *As for clothes, remember that it can get super hot in Granada, especially for foreigners! So forget about long sleeves or trousers what to wear* *and just pack some shorts, T-shirts and sandals. Oh, and remember to bring a cap, too!*

SUBTASK 2: *By the way, do you have a place to stay? If you want, I could put invite him* *you up in my place. I have a spare room and it would be great to have you here.*

CLOSING PARAGRAPH *Anyway, I must dash now. Drop me a line soon and let me know what you think.*

CLOSING FORMULA *Best wishes,*

SIGNATURE *Carlos*