

Informal letter
Pre-writing
Student's material

Task 1. Which is true for an informal letter?

You usually begin <i>Dear...</i>	
You put your name in the top right-hand corner	
You put your address in the top right-hand corner	
You need not put your full address	
You write the name and address of the person you are writing to in the top left-hand corner	
You should put paragraphs	
You can finish <i>Yours sincerely/yours faithfully</i>	
You can finish <i>Best wishes/Love from</i>	
You always use the first name of the person you are writing to	
You can use contractions. <i>e.g. I'll..., I'd...</i>	
You should write your name under your signature	
You can sign your full name	

Task 2. Look at the openings and closings of letters. Which ones are formal, and which are informal?

Dear Sir/Madam/Director	Dear Ms Bowel
Dear Jessica	Lots of love
Yours faithfully	Yours sincerely
All the best	

Informal opening	Informal closing

Task 3. Which sentences, A or B in the following pairs would be more suitable for an informal letter?

1. A I was pleased to receive your recent letter.
B It was great to hear from you.
2. A I'll try to answer your questions.
B I should be delighted to respond to your enquiries
3. A I trust you are in good health.
B I hope you are well.
4. A I look forward to hearing from you in the near future.
B Please write again soon.

Task 4. Match each start of the sentence 1-4 with its conclusion A-B.

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|---------------------|------------------------|
| 1. I hope that you | A to hear from you |
| 2. It was great | B me all your news |
| 3. Write and tell | C visit the UK one day |
| 4. I really hope to | D are well and happy |

Task 5. Put the underlined words into the correct order to make sentences from the beginning of the letter to your friend.

1. It from was good you hear really to.
2. I enjoy your hearing news always.
3. I'm glad in long managed for stay we've so to touch.
4. Thank you very much the enclosed photos for.
5. Sorry busy I been but sooner reply I've so didn't.

Task 6. Put the underlined words into the correct order to make sentences from the end section of a letter to your friend.

1. I'd stop to better get my back and homework.
2. Please soon again write.
3. I come and hope me you can one day visit.
4. Please your parents to my regards give.
5. Looking in to you later forward the summer seeing.

Task 7. Complete the sentences with the given words and expressions.

Write your address in
Write the date under
Begin your letter with
Always write ... of the person you are writing to after Dear.
Introduction comes
You should write finishing phrases... .

under the greeting
Dear
above your signature
the address
the top right-hand corner
the first name

Task 8. Homework.

Write the model of your own letter.