



INFORMAL EMAILS



Scan to review worksheet

Expemo code:
14DB-M3AC-XCST

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 8:00 p.m. 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 if you're coming to John's birthday party next weekend?
Let me know.
Regards,
Jack

C _____

Great. So, I'll 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 tonight?
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
Greeting:	Hi, Hey,
Reason for writing:	I just wanted to ask you
Pleasantries:	I hope all is well. It's good to hear from you.
Showing interest:	Sounds good. Great!
Attachments:	I'm attaching ...
Call to action:	Let me know.
Signature:	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 one to buy.
What do you think?
Thanks,
Phillip

Email 1b

Hi Phillip,
_____. Well, as you know, I'm an Apple fan, 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're on vacation in Greece. Tell your friend about it: describe the hotel you're staying in, the local weather, and what you've done there. Attach some photos.
2. Your friend is celebrating his 40th birthday. Send your best wishes.
3. You decide to organize your high school reunion. Write an announcement to your former classmates: inform them about the idea and propose the date and location for the event.
4. You want to visit Prague this weekend. Your friend was there last month. Ask him for his advice about hotels.
5. Tell your friend about a restaurant that you've 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're planning a party but you have no idea what food to prepare for the guests. Ask a friend for advice.
8. Your favorite band is playing a concert in your city. You don't want to go alone so you decide to invite a friend. Provide the details - time, date, and location and ask if he/she is free to go with you.

5

Homework

Reply to each of the emails you wrote in Exercise 4.



Key

1. Reading

Students can work individually and check their answers in pairs.

A: 3

C: 6

D: 2

E: 4

F: 5

2. Useful expressions

Go through the table and check understanding. Students can work individually and check in pairs.

Greeting: Hello,

Pleasantries: How are things?

Reason for writing: I have some news. I just wanted your opinion on something.

Showing interest: Excellent! That's wonderful!

Attachments: I've attached ...

Call to action: Call me later.

Signature: Kind Regards,

3. Practice

Possible answers:

Email 1a: Hi, I hope all is well; I just wanted your opinion on something

Email 1b: It's good to hear from you; Regards

Regards

Email 2a: How are things? I have some news. I'm attaching

Email 2b: That's wonderful

4. Writing

This can be done in class or for homework. Go around the class monitoring the exercise. Provide feedback.