

INFORMAL LETTER

(For work on informal letters see p. 12 and p. 118.)

1 Question

You have received a letter from a pen friend who plans to visit you in September with her parents. Write a **letter** to your pen friend telling her what plans you have made for their visit and giving them advice about what kind of clothes they should pack for that time of year. Do not write any addresses.

Write your **letter**. (You should write between **120** and **180** words.)

2 Model answer

USEFUL PHRASES AND EXPRESSIONS

TO BEGIN THE LETTER:

- *Thank you for your letter. It was great to hear from you.*
- *I thought I'd better write and let you know that ...*

TO END THE LETTER:

- *Once again, thanks very much for all your help ...*
- *Give my love to ...*

Dear Susan,

Sorry I haven't written for so long but I've been really busy recently studying for my exams. It was great to get your letter and hear all your news, especially the part about you and your parents coming to visit in September.

The weather is still fairly warm then so we should be able to spend quite a bit of time at the beach. I think your parents will really enjoy the city, particularly the old town. The music festival will be on then so we shall take full advantage of that as well.

You asked what clothes you should bring. You will be fine with light summer dresses, skirts and trousers and a sweater or jacket for the evenings, which can be rather cool. Don't forget to pack your swimming costumes! It will still be warm enough to swim.

I'd better go and get on with my exam preparation. I hope your exams go well too and that you have a lovely summer. I'm really looking forward to seeing you in September!

All the best,
Anna

DO invent a name. Don't write
Dear Pen Friend.

DO begin by apologising
for not writing sooner and
saying why this wasn't
possible.

DO mention a letter you have
received from the person you
are writing to.

DO think of two or three
points to include in
each paragraph.

DO include topic
vocabulary.

DO mention the next
time you will see the
person you are writing
to.

DON'T finish your letter
with *Yours sincerely/faithfully*.
DO use an appropriate
informal phrase. e.g.
Love, All the best, Best wishes.