

EMAILS

Writing Module - Part 1

TASK

You are asked to **write an email responding** to a situation described in the task (short prompt) and **the three bullet points**. When answering informal emails, you have to write to an English-speaking friend.

STYLE

Informal language: contractions, exclamations marks and questions marks are allowed. Make your style friendly and chatty: use short sentences, idioms and informal phrases.

TIME

15 minutes.

LENGTH

At least 50 words.

BEFORE WRITING, YOU SHOULD KNOW:

- **Who** do you have to write to? – Identify the **name** of the person who wrote you.
- **Why** are you writing? – Identify the **situation/context** described in the prompt.
- **What** do you have to answer? – Identify the **three bullet points** to answer in the email.

STRUCTURE

1. Opening an email
2. Beginning the email
3. Answering the questions from the instructions: 3 bullet points.
4. Closing the email
5. Farewell
6. Sign

Note: each section corresponds to a different paragraph – **a total of 6 paragraphs**. (*Section 3 can be written in more than one paragraph*).

KEY LANGUAGE, IDEAS & STRUCTURES

1. Opening an email

In the **first paragraph**, you must open with a greeting and acknowledge the sender's email.

- You have to use the addressee's name. Don't write 'Dear'. Remember to write the comma at the end.

Example:

Hi Mary,

2. Beginning an email

In the **second paragraph** you must include these 3 ideas/sections: (a) say thank you, (b) show sympathy and (c) comment on given news.

- You must choose an option from each section and/or combine more than one structures from the same sections to complete the paragraph.

A. Say thank you:

- Thanks for your email – it was great to hear from you again.
- Thanks so much for your email. It was good to hear from you.

B. Show sympathy

- How are things with you?
- How are you?
- How are you doing?
- I hope you are well. Thank you.
- I just hope everything is fine with you.
- I'm really sorry for not having been in touch earlier but I've been up to my eyes.
- I'm sorry I haven't written / haven't been in touch for such a long time.
- It was good / nice / great / lovely to hear from you again.
- It was good/nice to hear from you recently.
- It's ages since I've heard from you. I hope you're well / you and your family are well.
- It's been such a long time since we wrote to each other.
- It seems it has been ages since we last wrote to each other.

C. Comment on given news

○ Responding to good news:

- That's amazing news!
- I'm so happy for you!
- I was so surprised to hear that...
- It's great to hear that ...
- What wonderful news about ...
- I'm glad to hear that...

○ Responding to bad news:

- I'm sorry to hear that ...
- I was so surprised to hear that...

Example:

Thank for your email – it was great to hear from you again. How are you? It's been such a long time since we wrote to each other. It's great to hear that ... (you should mention very briefly the context you are given in the instructions).

3. Answering the questions from the instructions

In this **third paragraph** you will answer what you are asked in the instructions (**three bullet points**). Remember to **split up the answer of the three bullet points into more than one paragraph** if you are writing different ideas.

- Here you are some structures to start the paragraph:
 - I know you're keen to hear about ...
 - Let me tell you about ...
 - I thought I'd write to tell/ask you ...
 - This is just to let you know that ...
 - I thought you might be interested to hear about / know that ...

Example:

Let me tell you about ... (This paragraph must be longer; this is just a way of starting a possible example).

4. Closing an email

In this **fourth paragraph** you will start finishing the email. Here you are some structures to do it.

- Remember you can use different structures to complete the paragraph:
 - I'm looking forward to seeing you soon.
 - I'm looking forward to hearing from you again.
 - Please write soon.
 - Do write back as soon as you can.
 - Let me know how ...
 - I'm looking forward to meeting up again soon.
 - Anyway, don't forget to let me know ...
 - I can't wait to hear from you.
 - I hope to hear from you soon.

Example:

Please, write soon. I'm looking forward to hearing from you again.

5. Farewell

In the **fifth paragraph**, you must choose one structure to complete this section:

- | | | |
|----------------|-----------------|-----------------|
| ○ Best, | ○ All the best, | ○ Best regards, |
| ○ Best wishes, | ○ See you soon, | ○ Take care, |

Example:

Best wishes,

6. Sign

In the **sixth paragraph**, you must **just** write **your first name**.

Example:

Marta

