

INFORMAL EMAIL/LETTER	
LAYOUT	USEFUL PHRASES
GREETINGS	<p>Dear Sally Hi/Hello Sally</p> <p><b>NOT:</b> <del>Dear brother</del> <del>Dear friend</del> <del>Dear cousin</del></p>
INTRODUCTION/ OPENING PARAGRAPH	<p>How are you (keeping)? It was nice to hear from you. Thank you/Thanks for your email. It's taken me ages to reply, but... I've been meaning to get back to you, but... Just thought I'd drop you a line. Sorry I haven't written for ages, but I've been really busy. It's ages since I heard from you.</p>
MAIN PART (2-3 PARAGRAPHS)	<p><b>Invitations</b></p> <ul style="list-style-type: none"> <li>• <b>Accepting</b></li> <li>• <b>Refusing</b></li> </ul> <p><b>Thank you</b> <b>Congratulations</b> <b>Giving news</b> <b>Requests</b> <b>Apologies</b></p> <ul style="list-style-type: none"> <li>➤ I was wondering if you'd like to...</li> <li>➤ Thank you very much for the invitation. I'd love to come.</li> <li>➤ Thank you for inviting me to... but I'm afraid I can't make it.</li> <li>➤ Congratulations <b>on</b> passing your exams.</li> <li>➤ I'm writing to tell you about...</li> <li>➤ Could you do something for me?</li> <li>➤ I'm writing to apologise <b>for</b>.../ I'm really sorry <b>about</b>...</li> </ul> <p>(see sample letters)</p>
CONCLUSION/ CLOSING PARAGRAPH	<p>Well, that's all for now. Well, I'd better finish off here. I must go now. Keep in touch Well, that's all my news. Write back soon, telling me what you've been up to. Looking forward to hearing <b>from</b> you</p>
ENDINGS	<p>Love Best wishes/regards (to) Yours Take care Bye for now All the best See you soon</p>