

# What is an e-mail?

- **Email or E-mail – [ˈi:meɪl]**
  1. **A system for sending messages from one computer to another;**
  2. **A written message (letter) sent by email**

# Informal language

- Hi!
- Dear...
- How are you?/ How is it going?
- It was great to hear from you.
- Well,... / so,.../ anyway,.../ by the way,.../ however,...
- One last thing./ Oh, and another thing!
- All my love,/ Lots of love,/ All the best,/ Write soon,  
Hope to hear from you.

# Short forms

- I have got – I've got
- I would like – I'd like
- I am really glad – I'm really glad
- They have been – they've been

# Informal punctuation

- Imagine!!!
- I can't believe it!!!
- Take care!
- Write soon!
- We're going to write a test tomorrow  
(boring!!!)

# Match the formal language with the informal language.

- |  |                                    |
|--|------------------------------------|
| 1. Dear Mr. Smith/ Dear Sir,<br>Madam    | a) Let me tell you about...!       |
| 2. I hope you are well                   | b) Tell me...                      |
| 3. I am writing to inform you            | c) All my love                     |
| 4. In addition                           | d) Can't wait to hear from<br>you! |
| 5. I wonder if you could tell<br>me      | e) Hope everything is okay         |
| 6. I look forward to hearing<br>from you | f) Dear Tina,                      |
| 7. Yours sincerely/ Yours<br>faithfully  | g) Oh, and another thing!          |

# Informal E-mail

Part	Purpose	Notes	Useful expressions
First line	Greet your penfriend (first name only)	Dear...,	
First main paragraph	Thank penfriend for letter; mention smth. in their letter		Hi! How are you? / How is it going? / Thanks (a lot) for your (last) email / message / letter... / It was great to hear... / I'm glad...
Second main paragraph	Give your main news + how you feel about it		Today I went... / It was... / I felt / feel... / I think
Third main paragraph	Continue your news		By the way,... / So... / Well... / Oh, yes, I forgot to tell you

Fourth main paragraph	Give a reason for ending the letter		(Well,) I'd better go now as.../ I have to go now as...
Closing expressions	Final remark, express love		Write soon!/ Take care, and hope to hear from you soon./ See you soon! / Love,/ Lots of love, / all the best
Final line	Say who you are (first name only)	..... .....	

**Dear Lizzy,**

**Hi! How is it going? Thanks a lot for your last message. It was great to hear from you. I'm really glad that you had a great time in Paris. I've got lots to tell you, too.**

**Well, yesterday I went virtual shopping! You know, I'm the kind of person who likes going shopping with my friends. I also like trying things on to see if they fit and whether they suit me. However, Tattoo Clothes have a lovely catalogue, which they send free to your home address and where they advertise their online shopping services.**

**So, I decided to visit their website. The prices were very reasonable as the sales were on. I ordered a pair of jeans, two tops and a swimming costume. Today they've been delivered. Imagine!!! They all fit perfectly, so I won't have to send anything back! I'm sure you should try and order some clothes online, too. It's really convenient.**

**Anyway, I'd better go now. Mum wants me to help with the housework before I do my homework. Take care, Lizzy, and stay in touch!**

**Lots of love,**

**Dana.**



# Write an e-mail

to [chernousova@bk.ru](mailto:chernousova@bk.ru)

You went shopping for New Year holidays. Write what you bought for your family and friends. You may mention any other news you have as well.