

Informal emails

▶ page 15 (Unit 1)
page 67 (unit 5)
page 105 (Unit 8)

Start: *Hi*

Style: Informal. Use contractions. We can also use emoticons (e.g. 😊).

Useful expressions:

- To begin, ask questions like *How are you?*, *How are things?*, *Are you doing exams/on holiday at the moment?*
- Use *By the way* to change the subject.

End:

- *That's all for now.*
- *Write back soon.*
- *All the best, love...*

Notes and messages

▶ page 53 (Unit 4)

Start: Simply write the name of the person you are writing to.

Style: Write short, direct sentences. Use imperatives like *Call me*, rather than *Could you call me?* Use abbreviations.

Useful abbreviations:

PS, e.g., NB, asap, i.e., etc, Tel., St., Rd.

Useful expressions:

- *Congratulations!* (good news)
- *I was really sorry to hear that...* (bad news)
- *Get well soon.* (for sickness and accidents)

Informal letters

▶ page 27 (Unit 2)

Start: Write your address and the date in the top right corner. Then we write *Dear* or *Hi* and the name of the person you are writing to.

Style: Informal. Use contractions.

Useful expressions:

- Begin *Thanks for your letter* or *I'm writing to tell you about...*
- Ask questions like *How are you?*, *How are things?*, *Are you doing exams/on holiday at the moment?*
- Use *By the way* to change the subject.

End:

- *Write back soon.*
- *That's all for now.*
- *All the best.*

Giving opinions/ discursive essays

▶ page 67 (unit 5)
page 79 (Unit 6)

Start: Make a general statement to introduce the topic.

Useful expressions:

- To give your opinions, use *Personally, I think, As far as I'm concerned, In my opinion, I agree/disagree with...*
- To explain and justify your opinions, use *This is because, For example.*
- To give a conclusion, use *To sum up, In conclusion.*

Useful linkers:

- To put opinions and ideas in sequence, use *Firstly, Next, Finally.*
- To add opinions and ideas, use *Furthermore, What's more.*
- To contrast ideas and opinions, use *However, Nevertheless.*

End: Write a conclusion, restating the most important point(s).

Formal letters

▶ page 79 (Unit 6), page 93 (unit 7)

Start: Write your address and the date in the top right corner. Write the address of the person you are writing to a little lower, on the left. Then write *Dear Mr (Smith)* (for a man), *Dear Mrs (Smith)* (for a married woman), or *Dear Ms (Smith)* (when we make no distinction if a woman is married or not). When we do not know the name of the person we are writing to, we write *Dear Sir or Madam*.

Style: Formal. Do not use contractions.

Useful expressions in job applications:

- Begin *I am writing in response to the advertisement in ...*
- Use *I would like to apply for the job of ... , I enclose a CV with information about myself, I have experience of ...*
- End *I look forward to hearing from you.*

Useful expressions in letters to a newspaper:

- Begin *I am writing in response to the article ...*
- Use *Personally, I agree/disagree with ...*
- End *I will be interested in hearing other readers' opinions on this question.*

Useful linkers:

- To put opinions and ideas in sequence, use *Firstly, Next, Finally.*
- To add opinions and ideas, use *Furthermore, What is more.*
- To contrast ideas and opinions, use *However, Nevertheless.*

End: When we know the name of the person we are writing to, use *Yours sincerely*. When we don't know the name of the person we are writing to, use *Yours faithfully*.

Informal letters

▶ page 119 (Unit 9)

Start: Give your questionnaire a title.

Useful words:

Who, Which, When, Where, Why, How, How much, How many, How often ...

Be careful with different types of question.

- 1 In subject questions, the question word (*who, what, etc*) is the subject of the verb. The auxiliary verb (*do, does, did*) is not necessary, e.g. *Who likes reading magazines?*
- 2 In object questions, the question word (*who, what, etc*) is the object of the verb. The auxiliary verb (*do, does, did*) is necessary, e.g. *What do you like reading?*
- 3 When we have *to be* or a modal verb (*can, will, should*), we do not need the auxiliary verb *do* to make questions, e.g. *Should children read newspapers?*

End: The last question(s) can ask for a general conclusion.

Stories, narratives and anecdotes

▶ page 105 (unit 8)

Start: Explain and describe where and when the story began and who was in the story.

Useful expressions:

- To explain the sequence of events, use *At first, First of all, Next, Then, After that, Finally, In the end.*
- To say when things happened, use, for example, *Last weekend, Two weeks ago, On Friday, On Saturday night.*

Use different past tenses.

- 1 Past simple = A completed action in the past.
- 2 Past continuous = An activity in progress at a moment in the past. We often use it to describe scenes in the past.
- 3 Past perfect = An activity that happened before another action in the past.

Text messages

▶ page 131 (Unit 10)

Useful abbreviations:

PLS	@	L8R	B	BCZ	L8
MSG	SPK	THX	2DAY	2MORO	WKND
XLNT	2nite	2	YR	C	U
WOT	R	B4	GR8		