

An informal email



HOME

PALS

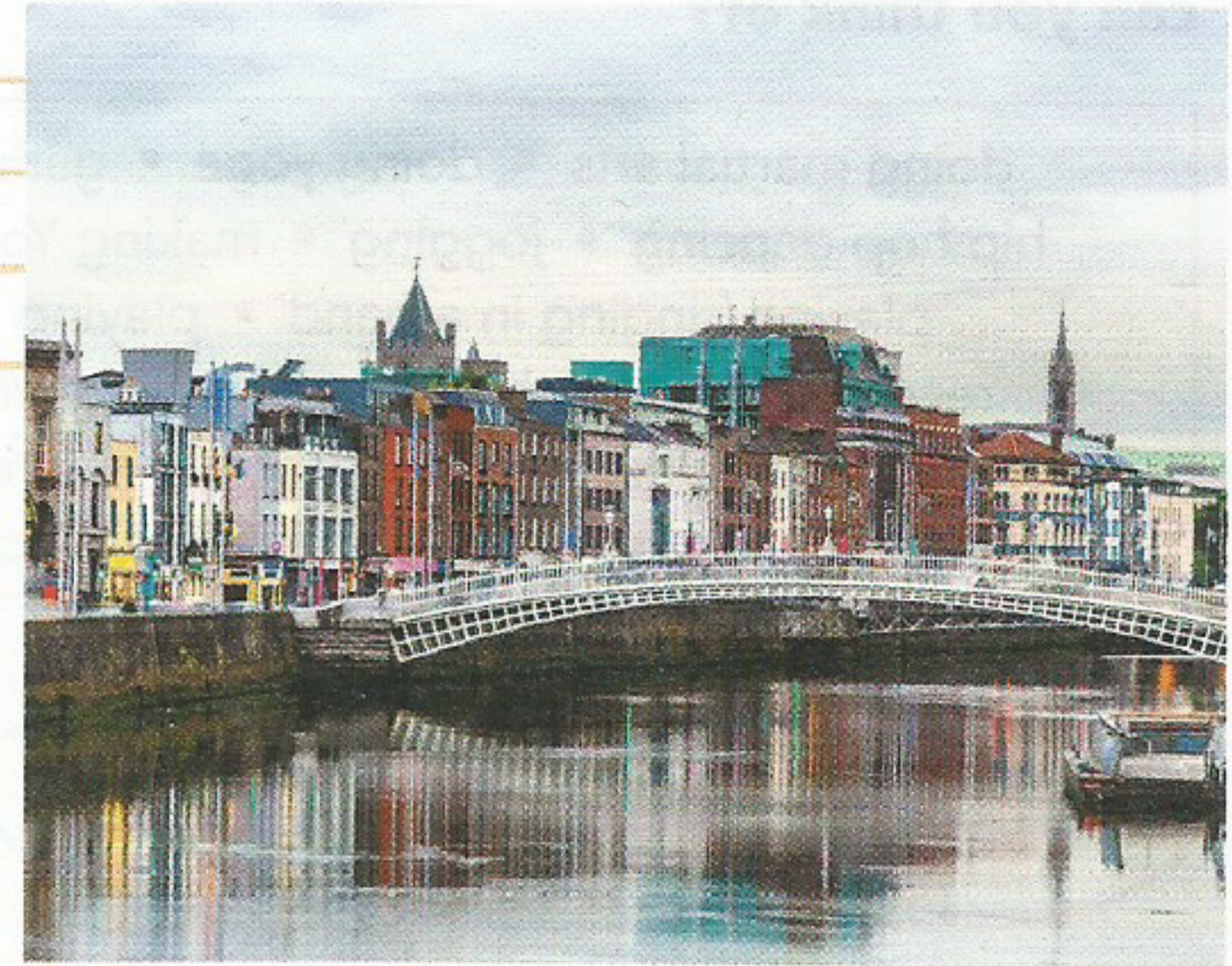
COMMUNITY

Search



Name Alanna  
My country Ireland  
My age 15

**Category** Language – English  
**Main aim** Find an international e-pal  
**I speak** English and a little Spanish  
**My interests** Music, books, travel  
**Message** Hi! I'm from Dublin. I've got two brothers, two sisters and two pets: a cat and a dog! I love travelling and discovering new countries, new music and new books. If you want to practise your English and make new friends, write to me.



1 Look at this advert from a teenager called Alanna. What does Alanna want? Would you be interested in contacting her? Why/Why not?

2 Read this reply to Alanna's advert. Do you think this person is a good e-pal for Alanna? Why/Why not?



New message!

Hi Alanna!

- I'm Isabel. I'm from Alicante in Spain. Let me tell you about myself.
- I'm from quite a big family. I've got two brothers and a sister. My sister and I are almost the same age and we go everywhere together. My father is a teacher and my mother works in a hospital. My dad teaches at my school. That's often a good thing, but sometimes it can be really bad 😊.
- I love listening to all types of music, but especially pop and rock. My favourite group is Imagine Dragons. Do you know them? Right now I'm listening to their latest album.
- English is my favourite subject at school. This year I'm doing extra classes and I also read books in English. At the moment I'm reading a book by John Green. Do you know him?
- Anyway, that's all for now. Write back soon if you'd like to be my e-pal.

Best wishes  
Isabel 😊

3 Look again at the email in 2. In your notebook, complete the information in the Writing bank.

WRITING BANK

Useful words and expressions in informal emails

- To begin an informal email we usually use *Dear (Alanna)* or just *Hi*.
- We use contractions like *I'm* or \_\_\_\_\_.
- We can use emoticons like 😊 or \_\_\_\_\_.
- We can use the word \_\_\_\_\_ to change the subject.
- To finish an informal email we can use:  
*That's \_\_\_\_\_ for now, Bye for now!, Write \_\_\_\_\_ soon, All the best or Best \_\_\_\_\_.*

4 Match the paragraphs in Isabel's email with their content. Write the answers in your notebook.

- |             |                               |
|-------------|-------------------------------|
| Paragraph 1 | a favourite subject at school |
| Paragraph 2 | b main interest or hobby      |
| Paragraph 3 | c basic personal information  |
| Paragraph 4 | d asking for a reply          |
| Paragraph 5 | e family                      |

Practice makes perfect

5 Look at the task and write an email. Use Isabel's email and the Writing bank to help you. Follow the paragraph plan in 4.

Write an email with information about yourself to a new e-pal. Give your e-pal:

- basic personal information
- information about your family
- information about your main hobby
- information about your favourite subject at school.

WRITING BANK ► PAGE 163