

EMAIL

Parts:

INTRODUCTION: Beginnings/Greetings and opening phrases

MAIN BODY: The purpose of the letter

CONCLUSION: Final phrases and endings

GREETINGS:

Hello Ben/Hi Gina/Dear Sandra/Dear Sir,

OPENING PHRASES:

- **Asking:** How's life? / How are you? / How are you doing? / How are things? / How are things going? What are you doing?
- **Sending wishes:** I hope you're OK (well)! / I hope everything's OK! / I hope all's well! / I was glad to hear from you / I hope your family's well.
- **Thanking:** Thanks for your letter / I was glad to hear from you / It was good hearing from you.

Thanks for + noun "Thanks for dinner", "Thanks for the chocolates".

Thanks for + verb + ing "Thanks for inviting me to the party", "Thanks for doing the shopping".

Thanks for + phrase "Thanks for your advice, it's been really useful".

MAIN BODY

- **Giving reasons:** I am writing because... The reason I am writing is because... I would like to...
- **Apologizing:** I'm sorry I haven't written before, but.... / I'm really sorry, but I can't come because.... / I'm so sorry, but....
- **Giving personal information:** I'm fine / I'm studying a lot

- **Replaying:** You asked about....
- **Inviting:** Would you like to...?
- **Suggesting:** Why don't we + verb (without to)? / What (How) about + verb + ing? / Let's + verb / We could + verb.
- **Make a recommendation:** I think it's a good idea to... / In my opinion, the best thing is to...
- **Advising:** If I were you, I would (wouldn't)..... / I think you should (shouldn't)....
- **Offering:** I can.....if you like / If you want, I could....(do something for somebody).
- **Requesting:** Could you please.....?
- **Expressing likes:** I **love** (like) + verb +ing, I'm **interested in** + verb + ing, I'm **keen on** + verb + ing, I'm **fond of** + verb + ing.
- **Asking for an opinion:** What's your opinion about...? What do you think about...? How do you feel about that? What do you say to that?
- **Agreeing:** I agree with you / I think you're right / That sounds great / That's a good idea.
- **Disagreeing:** I don't agree with you / I disagree with you / I don't think that's a good idea

FINAL PHRASES:

Well, that's all for now / I hope to see you soon / Hope to hear from you soon / I'm **looking forward to** hearing from you soon / Give a hug to your brother

ENDINGS:

Take care / Bye for now / Love / Lots of love / With love /

Love from / See you soon / Cheers / Best wishes / Write soon

NAME (signature)