

WRITING I A personal letter

1 Read the letter and study the information. Underline three things that tell you this is an informal letter.

43 Marsh Road
Lowestoft
Suffolk
NR32 7YT
26th June

1 Put your address in the top right corner of the letter.

2 Write the date under the address.

3 Start with *Dear ...*. You can use *Hi ...* in very informal letters.

Dear Grace,

I'm sorry I haven't been in touch recently but my email isn't working properly, I've lost my mobile - and life has been too busy!

4 Start by saying something about when you were last in touch or explain why you haven't been in touch for a while.

5 Use a new paragraph for each main idea.

6 Say something about the reader's life.

I hope you are having great summer and that all your exams are over. I've been doing exams for ever but the last one was this afternoon. Fantastic! I'm now free and can start to relax. While I was doing my exams I was either in an exam room or at home trying to revise. Let's hope that all this hard work is rewarded with incredible results!

7 Use informal phrases to get the reader's attention.

8 Use questions to speak directly to the reader.

Guess what! I'm going camping in Spain with two friends from school. Do you want to come with us? It'll be better if there are four of us and I'm sure you'll like Amy and Ryan. We're leaving on the first Saturday in August and we'll be away until our money runs out. Please say yes!

9 Give a reason to end the letter.

10 Use imperatives to communicate directly with the reader.

Got to go now - mum's calling me for dinner and I'm going out with all the other lucky people who have finished their exams!

11 Close with an informal phrase, e.g. *Best wishes, Take care, Look after yourself, Write soon.*

Let me know about the trip to Spain!

Look after yourself.

Daniel x

2 You are (Daniel's friend) Amy or Ryan. Your grandmother is ill so you have gone to her home with your parents. Write a friendly letter to Daniel. Remember to lay out your letter correctly and to start and end in a friendly manner. Include this information:

- explain where you are and why.
- ask about his exams.
- say you are looking forward to the holiday and explain what preparations you have made.
- give him some news about another friend.
- tell him how he can contact you while you are at your grandmother's home.