

1 Informal email

How to write
an informal
email

What is an informal email?

An informal email is used for written communication with friends, family members, close relatives and people you know very well.

What about structure and layout?

An informal email usually contains the following elements:

- your and the recipient's address
- date
- reference/subject line
- salutation
- main body (*divided into paragraphs*)
- closing
- signature
- additional elements (*enclosures*)

Please note: Continue with a capital letter after the salutation.

What about register / formality?

Use the correct register (*informal/semi-formal*) depending on the purpose of your email and the readership (*friend, family member, relative, etc.*).

Please note: Use short forms (*isn't, can't, hasn't, ...*) in informal emails.

Phrases for writing an informal email

Starting an informal email

Hi .../Hey .../Dear ... (*name of the recipient*)

Opening lines

How're you doing?/How're things?/How're you?

I'm writing to ...

Sorry, I haven't written for ages, but ...

I'm sorry I didn't get back to you right away.

Commenting on previous email

It's great to hear ...

I'm sorry to hear ...

That's so awesome that ...

Moving the topic on

Anyway, the reason I'm writing ...

I thought I'd write to tell/ask you ...

One more thing, ...

Closing phrases

Let me know what you think about it.

Can't wait to hear from you.

I'd better get going.

Write me soon and tell me ...

Hope to hear from you soon.

Finishing off an informal email

Love

Best

Take care

Cheers

Sample task

During a school trip to London, you got to know Sam, a 15-year-old student. You have been in touch since then and write each other regularly. Last week you organised an end-of-school-year party for you and your classmates.

Write an email to your friend and tell him about the party. In your informal email you should

- provide detailed information about the party (*e.g. who was there, how many were there, where exactly it took place, how it went, etc.*)
- describe the funniest moment at the party
- outline benefits of celebrating together with your classmates.

Write about 200 words.

>

Sample email

● ● ●	From: mika.berner@gmx.at
	To: samuel.williams@gmail.com
	Subject: Update about what's going on in my life

Hey Sam

How're you doing? It was great to hear all about your visit to Cambridge in your last email – it sounds like a really interesting city! I'm sorry I didn't get back to you right away. I was really busy organising an end-of-school-year party for me and my classmates and didn't have time to write. I thought I'd write to tell you about it, because it was such a fun event.

The party was at my friend David's house, because he has the most space and had gotten permission from his parents. There were about 30 people at the party in total; almost my entire class. We played games outside, ate some delicious food, and everyone seemed to have a good time.

The funniest moment happened when we tried to prank several of our classmates – we covered a raw egg in melted chocolate and let it harden, then convinced them it was candy. Their faces when they bit into them were hilarious! Afterward everyone laughed about it, though. It's really nice to celebrate with the whole group after working so hard together during the year. You can see who people are outside of the classroom and strengthen your friendships with them.

Write me soon and tell me what's been happening with you!

Take care

Mika

2 Blog entry

How to write a blog entry

What is a blog entry?

Blog is a short form of the word *weblog*. A blog entry is a frequently updated online personal journal/diary. It is used to share your thoughts, experiences and interests and/or to promote and to advertise a business/product.

What about structure and layout?

A blog entry usually contains the following elements:

- a catchy title
- a (user) name
- the publishing date and time
- paragraphs (*introduction, main body, ending*)

Please note: Try to address the readers directly and motivate them to comment on your opinions and arguments.

What about register / formality?

A blog entry can either be formal or informal depending on the purpose and the readership.

Phrases for writing a blog entry

Title: ...

Username: ...

Date and time: ...

Addressing your readers

Hi .../Hi everyone!/Hey guys!

Introducing the topic

Did you know that ...?

Have you heard of ...?

Lately I've been thinking about the topic of ... and would like to share some thoughts with you.

I recently came across ... and couldn't believe that ...

A topic that has gone viral recently is ...

Structuring the main part

Do you have any experience with ...?

Shouldn't we ...?

On the one hand, ... on the other hand, ...

On top of that, ...

What's it like in your home country/school/family ...?

Apart from that, ...

In addition, ...

What would you think if ...?

Frankly speaking, .../To be honest (with you), ...

Concluding

What about you?

What are your thoughts on this topic?

I can't wait to read about your view on that.

Leave a comment (and let me know what you think)!

Looking forward to reading your comments!

Sample task

As a teenager you like to be cool and respected by your peers. You are very interested in this topic and decided to write a blog entry on your blog www.myteenlife.com.

In your blog entry you should

- give reasons why it is important for teens to be popular
- outline problems teens are facing on social media
- suggest what teens can do to not become a victim of bullying.

Give your blog entry a title. Write about 200 words.

Sample blog entry

The price of popularity

by *mrkperry94*

May 20, 9:07 pm

Hey guys!

Lately I've been thinking about the topic of popularity, and I'd like to share some thoughts with you. As influencers and online personalities have become more common, lots of teenagers, including me, have been under more pressure to be well-liked and considered cool by our peers. Think about it: What do we expect to get in return when we post something on social media? Likes, comments, approval.

We want to be popular because it gives us a feeling of importance and makes us feel like we're supported by a large group of people. On the one hand, this can be great, but on the other hand, if we rely on this too much, there are some problems that can come up, like people making mean comments, pretending to be someone they're not, or bullying others online.

To prevent this, we need to be honest with both ourselves and our friends if we're being hurt online, and make the choice to distance ourselves from social media for a while and focus on real-life relationships that are fulfilling.

Do you guys feel like you struggle to seem popular on social media? What do you do when you're faced with unfriendliness online? Leave a comment and let me know what you think!

3 Blog comment

How to write
a blog com-
ment

What is a blog comment?

A blog comment is a written statement that expresses an opinion about someone or something (e.g. *an article, a blog entry, etc.*).

What about structure and layout?

A blog comment usually contains the following elements:

- a (user) name
- the publishing date and time
- paragraphs (*introduction, main body, ending*)

Please note:

- Use convincing arguments to support your point of view.
- Try to address your readers directly and motivate them to comment on your opinions and readership.

What about register / formality?

A blog comment can either be formal or informal depending on the purpose and the readership.

Phrases for writing a blog comment

Introducing your comment

Thanks for bringing up this topic, ... (*name of the author*)!

First off, thanks for your post. I couldn't agree with you more.

To start with, I absolutely enjoyed reading your blog entry!

Structuring the main part

It seems like your post was a bit critical of .../mainly aimed at .../a hit ...

I can see your point when you say that ...

One thing I totally agree/completely disagree with is that ...

You might be right with ..., but don't forget to think about ...

As I see it, ...

On top of that, ...

Furthermore, ...

However, ...

Just like you, I ...

Concluding

Well, that's just how I think about ...

Can't wait to read other comments.

I would welcome more comments on this topic!

Looking forward to reading more of your posts!

Sample task You came across the following blog entry on *www.techblog.com*.

The importance of Wi-Fi for your young people

by *CelineR*

May 13, 8:30 pm

Been to a restaurant lately? Ever watched what many young people do first when sitting down in a restaurant? No? Let me tell you: They don't order food and drinks. Nope, what they first do is ask for the Wi-Fi password!

How important is Wi-Fi in restaurants to you? Let me know in the comments!

You have decided to comment on this blog entry. In your blog comment you should

- explain why Wi-Fi is so important for many young people
- give examples of young people's reactions when free Wi-Fi is not offered
- inform readers about the dangers of public Wi-Fi.

Write about 200 words.

Sample
blog comment

by Sierra56
May 24, 5:30 pm

Thanks for bringing up this topic, Celine! First of all, I agree that it's definitely become more common for young people to seek out Wi-Fi at restaurants. Many apps used for communication also use a lot of data, and teens often don't want to use their phone plans to access the Internet if they need to talk with friends, so they look for free Wi-Fi hotspots.

It seems like your post was a bit critical of young people who prioritise Internet connections over food or drinks, which I understand. Often when a restaurant or café doesn't offer free Wi-Fi, young people will leave and find one that does, which can come across as pretty rude to some café owners. However, teens are just trying to spend time with friends and form social connections using the tools they know.

Even though public Internet connections can seem like a necessity, they can also be dangerous. Data theft, especially theft of sensitive personal information, can happen over public Wi-Fi, because the connections aren't very well protected. The cons of using public Internet access can definitely begin to outweigh the pros, but that doesn't stop young people from asking for Wi-Fi.

I would welcome more comments on this topic!

Irregular verbs

infinitive	past simple	past participle	infinitive	past simple	past participle	infinitive	past simple	past participle
be	was / were	been	freeze	froze	frozen	ride	rode	ridden
beat	beat	beaten	get	got	got / gotten	rise	rose	risen
become	became	become	give	gave	given	run	ran	run
begin	began	begun	go	went	gone	say	said	said
bite	bit	bitten	grow	grew	grown	see	saw	seen
break	broke	broken	hang	hung	hung	sell	sold	sold
bring	brought	brought	have	had	had	send	sent	sent
build	built	built	hear	heard	heard	shake	shook	shaken
buy	bought	bought	hide	hid	hidden	sing	sang	sung
can	could	been able to	hit	hit	hit	sink	sank	sunk
catch	caught	caught	hold	held	held	sit	sat	sat
choose	chose	chosen	hurt	hurt	hurt	sleep	slept	slept
come	came	come	keep	kept	kept	speak	spoke	spoken
cost	cost	cost	know	knew	known	spend	spent	spent
cut	cut	cut	lay	laid	laid	stand	stood	stood
dealt	dealt	dealt	learn	learned / learnt	learned / learnt	steal	stole	stolen
do	did	done	leave	left	left	swim	swam	swum
drink	drank	drunk	lie	lay	lain	take	took	taken
drive	drove	driven	lose	lost	lost	teach	taught	taught
eat	ate	eaten	make	made	made	tell	told	told
fall	fell	fallen	mean	meant	meant	think	thought	thought
feed	fed	fed	meet	met	met	throw	threw	thrown
feel	felt	felt	must	had to	had to	understand	understood	understood
fight	fought	fought	pay	paid	paid	wake	woke	woken
find	found	found	put	put	put	wear	wore	worn
fly	flew	flown	read	read	read	win	won	won
forget	forgot	forgotten				write	wrote	written