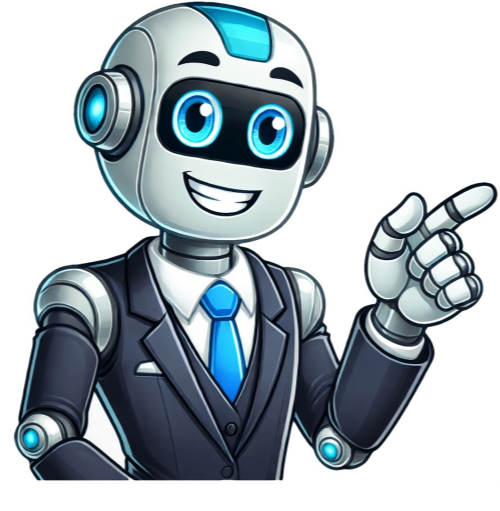


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Informal letters are written to people you know well, such as friends or relatives, about personal news or issues. They use an informal tone, a direct and personal approach, including contractions and colloquial expressions. In informal writing, common features include: - Direct sentences using "I think" or "You should" - Informal vocabulary like "totally" and slang terms - Idioms like "Call it a day" - Colloquial expressions - Abbreviations like ASAP When writing an informal letter, follow these steps: 1. Start with a salutation using the person's first name. 2. Write an opening paragraph that acknowledges the recipient's previous letter and includes personal questions or comments. 3. In subsequent paragraphs, explain the purpose of the letter and provide additional information. 4. End the letter with a closing and signature, expressing appreciation for the recipient's time and offering future contact. Key elements of informal letters include: - Using an informal salutation - Acknowledging previous correspondence - Including personal details in the opening paragraph - Explaining the purpose of the letter clearly - Ending with a friendly closing Dear Antonia, Thanks for your letter. Your lifestyle sounds really interesting! We don't live near the mountains so I've never been rock climbing, but I'd love to try it. I think I'm quite healthy too. I sleep for about eight hours every night and I eat a lot of fruit and vegetables. I like doing exercise. I'm quite good at tennis and I often go swimming with my friends. Last month, I decided to do something different. I did a snorkelling course at our local swimming pool. While I was doing the course, I met some really great people! The course was hard, but we were all in the same boat! I'd love to visit you one day. I think we'd get on really well! Please write soon! Love Kate by car. I used to work for a medical company but now i'm gettin into sales. In the futur, i want a job where i can travel for my work. I've already been to some places in europe, like Prague and Berlin, but never an english-speaking country. right now, i live at home with my parents which is pretty convenient because i don't have much housework and mealtimes are taken care of. My younger brother is studying at university. although he's four years younger than me, we get along great and both enjoy snowboarding and music. What about you? Have you ever been to the czech republic? It would be awesome if you could come over one day and we could catch up in person! Why don't you let me know your plans anyway? I gotta go and focus on my work now! looking forward to hearing from you soon! best wishes, ivo Dear Susan, I'm excited to go on a day trip with my classmates and I was wondering if you could tell me about your recent boat trip experience? We saw the advertisement for Castle and Lake Boat Trips and are really interested in going. The idea of having lunch at a restaurant and then spending the afternoon at the lake trying out some watersports sounds like a lot of fun. You mentioned that earlier boats can be less crowded, so we're thinking about taking one of those to avoid the crowds. We also want to make sure we bring a packed lunch because we heard it's better to have our own food instead of buying from the restaurant. You must try out the water sport they offer, it looks like a blast! We're planning on having at least 15 students in our group, so we're hoping that will qualify us for the reasonable prices and discounts for groups. Take care, [Your Name] Given article text here You can start by writing a formal introductory paragraph followed by several paragraphs of content. However, you will also be given some example expressions for each type of text that could be on your exam. For an informal letter, you will typically begin with a greeting, such as "Dear Jim" or "Hi Jim". You may then express sympathy if the recipient has had bad news. You can refer to good news by saying something like "I'm really glad to hear about it" or "I was very happy to read about that." For bad news, you might say "I'm extremely sorry to hear about this" or "It's very sad to hear that you've got bad news." When introducing points, you can use phrases such as "By the way," "Did you hear about," or "Tell me about". To conclude your letter, you might say something like "Well, time to go" or "Write soon." Using Simple Dates and Addressing Recipients Properly in Informal Letters 1. Include a date on your letter if it will add clarity. 2. Write the recipient's name at the top of the page and begin with their name. 3. Use any available space to include your message after the address. 4. You can fill out as much or as little of the body as you need without rules. 5. Start a new line if needed and consider lined paper for better organization. 6. End with a short closing, such as "Sincerely" or "Thanks." 7. Leave space below your last sentence to include your signature. 8. Sign your name at the bottom, using cursive, formal script, print, or type. 9. Choose a greeting that matches the tone of your letter. 10. Keep your language relaxed and conversational for a more personal feel. Given text rewritten here You should write to a close friend or family member using the tone you would use with them in conversation. Use words such as "we" "you" and "our" to make your letter feel like something you are talking about with someone. Try to keep in mind who the person that is receiving your letter is, for example if it's not just a friend you wouldn't use slang only they would know. You can also add some color to your letters by using different colored ink or fonts. Black ink is typically used in formal letters and is usually boring. Instead try using bright colors like blue or red to catch the reader's eye. Mixing up your use of color is a good way to break up the monotony and draw attention to certain parts of the letter. 1. To ensure an envelope fits, insert it widthwise and seal by moistening the glue strip with your tongue, pressing gently for a few seconds. 2. Envelopes come in various shapes and sizes; consider buying one tailored to your letter for optimal fit. 3. For informal letters, add visual appeal with stickers or decorative tape; alternatives include using a damp sponge or swab instead of licking the envelope. 4. Write the recipient's name and address near the center of the envelope. If sending to an apartment, specify this in the address. 5. Place your return address in the upper left corner, which includes your full address, city, state/province, and postal code. Position a stamp in the upper right corner directly opposite this for easy postage application. How to Write an Informal Letter to Your Friend looking forward to writing a letter to my friend about my new school. What do you want to include in the letter? You can start by telling what you like about the school, such as student population, payment of school fees, disipline, student/teacher activities, school bus, sport activities, laboratories, libraries. Then contrast this with things you miss about your old school and ask how they are doing.

Informal letter example. How do you write an informal letter example. How to write an informal letter example for students. How to write an informal letter in english examples. How to write an informal letter example to a friend. How to write a informal letter in english. How to write a good informal letter. How to write a good informal letter in english. Ways to write an informal letter. How to write a formal and informal letter with an example.