

Useful tips for writing an informal letter



For students of year 11

Preparation for External Independent Assessment

What letters are called INFORMAL?

Informal letters are personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards. An informal letter is usually written to a family member, a close acquaintance, or a friend. The language used in an informal letter is casual and personal.

Structure of informal letter

1) Greeting

2) Opening phrase

3) Main body

4) Closing phrase

5) Ending

6) Signature

Dear Lucy,

It was nice to hear from you again.

I remember that you've always liked to dress well. But, unfortunately, present-day fashion is rather changeable and it's not easy to follow it. Clothes at famous fashion designers' shops are really too expensive. So what's the use to buy them?

As to me, I prefer to wear easy loose clothes. I usually buy them at youth shops. These clothes are fashionable enough and the prices are reasonable. My mother usually helps me to do the shopping.

What should you do in such a situation? If I were you, I would change your style completely. I'm ready to help you in it. I'm sure you'll be satisfied with the result.

That's all for now. Hope to hear from you soon.

Love,

Betty

Phrases for of informal letter

1	Greeting	Dear Pete, Hello Tommy,
2	Opening phrase	Haven't heard from you for ages! Thanks for your letter. It's great to hear from you again. I'm sorry I haven't written to you for ages. How are things? How are you getting on?
3	Main body	● Three bullet-points from ● EIT writing task ●
4	Closing phrase	I look forward to hearing from you. Write me soon. That's all for now.
5	Ending	Best wishes, Regards, Lots of love, (Love,)
6	Signature	Maggie Bill Alex

Logical connectors (linkers)

Nevertheless

Besides

Perhaps

Therefore

In addition

So that

The thing is that

However

Moreover

Thus

As a result

In spite of

Unfortunately

Frankly speaking

Writing task

from External Independent Assessment

You have received a letter from your friend in which he / she tells you about his / her rest in Turkey and about Turkish cuisine, which he / she liked very much.

Write a letter to your friend in which you tell him / her:

- what cuisine you prefer and why;
- what dishes you consider your favourite;
- where you prefer to eat – at home or out.

Write a letter of at least 150 words. Do not write your own name, any dates, addresses or other personal information. Start your letter in an appropriate way.

An example of fulfilled task

Dear Betty,

Thanks for your letter. I'm happy to hear from you again.

It was very interesting to read about your rest in Turkey. I wish I was in your shoes! I've never tried any dishes of Turkish cuisine but I'm fond of Italian dishes very much. I travelled to Italy some years ago and tried lots of local food. It was fantastic! It's so delicate and various. I've never tried tastier food in my life!

The thing is that after my trip to Rome Italian cuisine has become my hobby. Pizza is my favourite dish now and I can cook it well. It's easy for cooking and it's made of simple ingredients. Moreover, I collect recipes of pizza and make it for my guests. They like pizza with tuna, onions and olives most of all.

I'm sure that home-made food is the best. Anyway, I prefer not only eating at home, I like eating out with my friends as well. There's our favourite café not far from our house. They have various dishes on the menu. We prefer meat accompanied by plenty of vegetables. If you come to Kyiv to visit me, I'll surely invite you to this café.

That's all for now. Write me soon.

Best wishes,

Nataly

Features of Informal Letter. Contractions

Dear Betty,

*Thanks for your letter. **I'm** happy to hear from you again.*

*It was very interesting to read about your rest in Turkey. I wish I was in your shoes! **I've** never tried any dishes of Turkish cuisine but **I'm** fond of Italian dishes very much. I travelled to Italy some years ago and tried lots of local food. It was fantastic! **It's** so delicate and various. **I've** never tried tastier food in my life!*

*The thing is that after my trip to Rome Italian cuisine has become my hobby. Pizza is my favourite dish now and I can cook it well. **It's** easy for cooking and **it's** made of simple ingredients. Moreover, I collect recipes of pizza and make it for my guests. They like pizza with tuna, onions and olives most of all.*

***I'm** sure that home-made food is the best. Anyway, I prefer not only eating at home, I like eating out with my friends as well. **There's** our favourite café not far from our house. They have various dishes on the menu. We prefer meat accompanied by plenty of vegetables. If you come to Kyiv to visit me, **I'll** surely invite you to this café.*

***That's** all for now. Write me soon.*

Best wishes,

Nataly

Features of Informal Letter. Logical connectors

Dear Betty,

Thanks for your letter. I'm happy to hear from you again.

It was very interesting to read about your rest in Turkey. I wish I was in your shoes! I've never tried any dishes of Turkish cuisine but I'm fond of Italian dishes very much. I travelled to Italy some years ago and tried lots of local food. It was fantastic! It's so delicate and various. I've never tried tastier food in my life!

The thing is that after my trip to Rome Italian cuisine has become my hobby. Pizza is my favourite dish now and I can cook it well. It's easy for cooking and it's made of simple ingredients. *Moreover*, I collect recipes of pizza and make it for my guests. They like pizza with tuna, onions and olives most of all.

I'm sure that home-made food is the best. Anyway, I prefer not only eating at home, I like eating out with my friends as well. There's our favourite café not far from our house. They have various dishes on the menu. We prefer meat accompanied by plenty of vegetables. If you come to Kyiv to visit me, I'll surely invite you to this café.

That's all for now. Write me soon.

Best wishes,

Nataly

Features of Informal Letter. Informal phrases

Dear Betty,

Thanks for your letter. I'm happy to hear from you again.

It was very interesting to read about your rest in Turkey. I wish I was in your shoes! I've never tried any dishes of Turkish cuisine but I'm fond of Italian dishes very much. I travelled to Italy some years ago and tried lots of local food. It was fantastic! It's so delicate and various. I've never tried tastier food in my life!

The thing is that after my trip to Rome Italian cuisine has become my hobby. Pizza is my favourite dish now and I can cook it well. It's easy for cooking and it's made of simple ingredients. Moreover, I collect recipes of pizza and make it for my guests. They like pizza with tuna, onions and olives most of all.

I'm sure that home-made food is the best. Anyway, I prefer not only eating at home, I like eating out with my friends as well. There's our favourite café not far from our house. They have various dishes on the menu. We prefer meat accompanied by plenty of vegetables. If you come to Kyiv to visit me, I'll surely invite you to this café.

That's all for now. Write me soon.

Best wishes,

Nataly

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Dear Betty,

Thanks for your letter. I'm happy to hear from you again.

1) Greeting

● *It was very interesting to read about your rest in Turkey. I wish I was in your shoes! I've never tried any dishes of Turkish cuisine but I'm fond of Italian dishes very much. I travelled to Italy some years ago and tried lots of local food. It was fantastic! It's so delicate and various. I've never tried tastier food in my life!*

2) Opening phrase

● *The thing is that after my trip to Rome Italian cuisine has become my hobby. Pizza is my favourite dish now and I can cook it well. It's easy for cooking and it's made of simple ingredients. Moreover, I collect recipes of pizza and make it for my guests. They like pizza with tuna, onions and olives most of all.*

3) Main body ●●●

● *I'm sure that home-made food is the best. Anyway, I prefer not only eating at home, I like eating out with my friends as well. There's our favourite café not far from our house. They have various dishes on the menu. We prefer meat accompanied by plenty of vegetables. If you come to Kyiv to visit me, I'll surely invite you to this café.*

4) Closing phrase

That's all for now. Write me soon.

5)Ending

Best wishes,

6)Signature

Nataly

Assessment of the writing task in EIT

Критерії	Оформлення критерію	Бали
Змістове наповнення	Опрацювання трьох умов, зазначених у завданні	0 - 6
Структура та зв'язність висловлювання	Логіка викладу та наявність з'єднувальних елементів	0 -2
Відповідність формату неофіційного листа	Стиль, лексичні та граматичні структури	0 -2
Використання лексики	Демонстрація достатнього словникового запасу	0 -2
Використання граматики	Морфологія, синтаксис, орфографія	0 -2

Примітка: максимальна оцінка за письмове завдання – 14 балів



***Thank
you
for
attention!***