

Real Life Pre-Intermediate

Topic: Writing a Personal Letter.

Match the boxes 1-8 with the parts of the letter a-h

1. T.: Read Mark's letter. In which paragraph does he

- apologise for not writing before?
- ask for some news?
- describe a social event?
- ask how the person is?
- describe a recent family event?

Match the boxes 1-8 with the parts of the letter a-h

2. Underline the correct word in the statements:

- The writer uses/doesn't use short forms.
- The writer uses/doesn't use exclamation marks (!) and underlining for emphasis.
- The writer includes/doesn't include Chris's address.
- The writer starts/doesn't start a new paragraph for a new idea/topic.

3. Write your own personal letter.

Write a letter to your friend in the USA, in your letter:

- Ask how he/she is and apologise for not writing before;;
- Describe an event and meeting someone new;
- Describe his/her appearance and character;
- Ask you friend about his/her news and ask him/her to write back soon.

1 Sign off with an informal expression:
*Lots of love,
All the best,
All my love,
Take care,
See you soon,
Love,
Give my love to*

2 Write your address and the date at the top right-hand side. You can write the date as
5 May 2010 or 5/6/2010.

3 Ask for someone's news:
*I'd love to hear all your news.
Write soon and tell me your news.
So that's my news.
What about you?
What's your news?*

4 Start the letter with *Dear* + the person's name:
*Dear Sue,
Dear Uncle Ben,*
Don't forget the comma (,) after the name.

5 Close the letter with an expression such as:
*Well, I think that's everything.
I hope all is well with you.
I've got to go now (because).*

6 Write your name after signing off.

^a 37 Mill Street,
Manchester
MR2 6JB
25 June 2010

^b Dear Chris,

1

^c How are you? I hope you're fine and your exams went well. ^d Sorry I didn't write before, but I am really busy! We had exams last week, and it's an important year for me so that's why I didn't write before. I can't wait for the holidays!

2

We're having our after exams party tomorrow, and I'm sure it will be fun. Everyone from my class is coming and we're all taking some food and drink. We're all going to wear fancy dress, even the teachers! I'm going as Charlie Chaplin – I've got a great costume!

3

Last weekend we had a wonderful family party for my grandmother because it was her 60th birthday. All my cousins and aunts and uncles came, and my brother came back from university. We had big cake and we sang and danced too.

4

^e Well, I think that's all the news. ^f Write soon and tell me your news!

^g Love,

^h Mark

7 Apologise for not writing:
*Sorry I haven't been in touch, but ...,
Apologies for not writing sooner, but ...,
Sorry I didn't write before but ...,*

8 Ask how the person is:
*How are you doing?
I hope you're well.
How are things with you?*