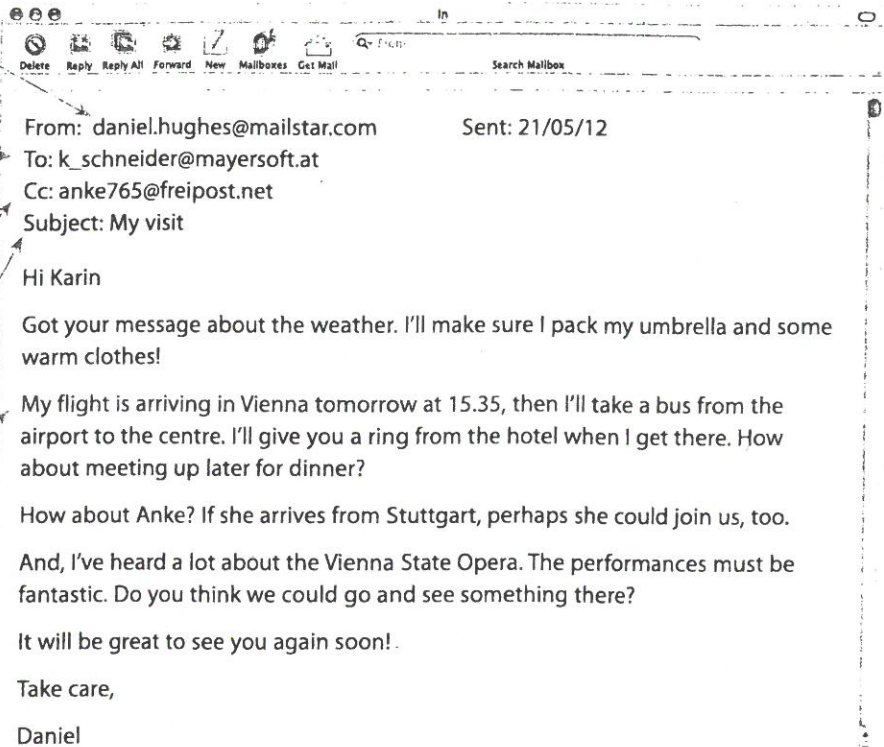


# Writing Bank

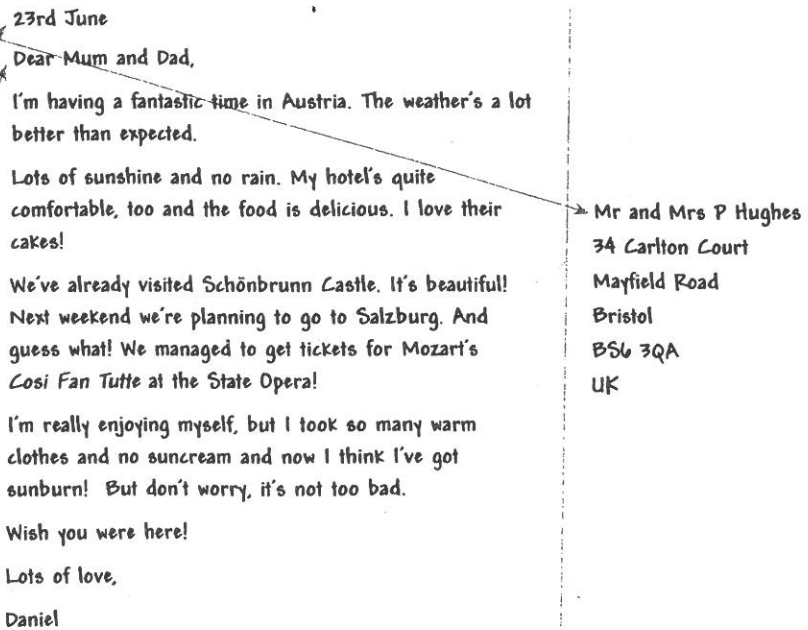
## Email

- The computer includes your email address and the date automatically.
- Write the email address of the person you're writing to.
- Write the address of the people you would like to send a copy of the message to.
- Choose a subject.
- Write the message like a short letter or a note.
- Don't forget who you are writing to and write your email in an appropriate style: formal or informal.



## Postcard

- Write the name and address of the person you're writing to.
- Put the date at the top. (You can leave this out.)
- Write *Dear* and the name of the person you're writing to.
- Write your message. Use short forms (*I'll, it's, we're*) and short sentences.
- Finish with a friendly phrase:  
*See you soon,*  
*Wish you were here!*  
(Lots of) Love, (to family members and close friends)  
*Best wishes,*
- Sign your name. First name is usually enough.



## Informal letter

- Put your address in the top right corner. We often leave this out.

6, Esterhazygasse 19  
A-1060 Wien  
Austria

- Write the date.

1 May 2012

- If you're writing a reply, thank the person for their letter or anything else they sent you.

Dear Daniel

Thanks a lot for the dictionary you sent me. It's going to be a great help in my exams!

- Use informal language to write your letter.

How are you? I hope you're well and that you're looking forward to your holiday. What are your plans for the summer?

As for me, in August I'm going to spend a week at my grandmother's house at Lake Balaton in Hungary. Can't wait to see her, she's my favourite member of the family! And she makes delicious cakes, too. Then Anke, my German friend from the language course, is coming to visit me before that, in June. You remember her, don't you? I think you once said you quite liked her ...

Anyway, the real reason I'm writing is that I had a great idea. You mentioned that you'd never been to Austria, and I was thinking, how would you like to come and visit Vienna next month? I just saw this special deal at a small hotel near the Westbahnhof, and if you give me your email address, I can send you the link to their website. And feel free to drop me a line if you have any questions.

Let me know what you think! It would be great to see you again, and I could show you all the beautiful things in my hometown.

Write soon.

Take care,

Karin

- Finish with a friendly expression:  
(Lots of) Love, (to family and close friends)

Take care, (to friends)

Best wishes,

All the best,

- Sign your name. First name is usually enough. Close friends sometimes put XXX (= 'kisses') at the end of their letter.

### MORE USEFUL PHRASES:

Thanks for your letter.

It was great / good to hear from you.

I'm (really) sorry I haven't written for ages / for so long.

I'm writing to tell you how sorry I am to / about ...

It was a nice surprise to hear from you / to receive your letter.

Thank you so much for ...

It was really kind of you to ...

I'm writing to tell you ...

I wonder if you have heard / remember ...

Then, I'd like to ...

First, we're going to ...

I'm writing to ask you about / for your help ...

Do you think you could tell me ...

I'd like to invite you ...

Hope you can come / make it.

Write soon.

Keep in touch.

Give my regards / love to your parents / Anke.

Say hello to ...

Regards,

All the best,

## Formal letter 1 (information request)

6, Esterhazygasse 19  
A-1060 Wien  
Austria

30 June 2012

Ms Jessica Campbell  
Information Office  
English Language Academy  
99 Downs Road  
Bristol BS6 0YW

Dear Ms Campbell,

I am writing with regard to the intensive English summer courses that you offer. I read your advertisement in *Look & Learn*, a local language learning magazine, and I would be really interested in registering for one of your courses starting either in late July or early August.

I am 18 years old and I have been learning English in Austria for seven years now. My written English is quite good but I would like to improve my speaking skills. Please let me know whether you have any courses for teenagers which offer a lot of speaking practice in small groups.

I would be very grateful if you could send me some further detailed information about all the courses that will be held in your school in Bristol this summer. I would also be interested to find out what kind of accommodation you provide, and whether this is included in your advertised offer. For example, would students at the course stay on your school premises or with families in the city?

As I am a student I would also be interested in details of any discounts that are available, and the full price of the course including accommodation.

I look forward to receiving your reply.

Yours sincerely,

Karin Schneider

Karin Schneider

• Put your address in the top corner.

• Write the date.

• Put the following information below the date:  
– the full name (and title) of the person you're writing to (if you know)  
– the department within their company  
– the name and address of the company

• If you don't know the name of the person, start with:  
*Dear Sir* (if you know it's a man)  
*Dear Madam* (if you know it's a woman)  
*Dear Sir/Madam or Dear Sir or Madam.*

• If you know the name of the person, start with *Dear* and write their title and surname.

• Explain your reason for writing.

• Write more relevant details.

• Suggest or request action if appropriate.

• Finish with a polite expression, such as: *Looking forward to hearing from you soon.*

• Write:  
*Yours sincerely* (if you addressed the person by name)  
*Yours faithfully* (if you didn't).

• Sign and print your full name.

### MORE USEFUL PHRASES:

*I am writing to ask / enquire about ...*

*Could you please send me further information / details about ... ?*

*I would be very interested in finding out more about ...*

*I'm interested in ...*

*I would like to find out more about ...*

*I would like to ask for further information about / concerning ...*

*I would like to ask if / what / where / when ...*

*I am not sure about one thing, ...*

*I would be very grateful if you could ...*

*I wonder if you could ...*

## Message

While on holiday in Brighton you are renting a room with a foreign friend. You want to come back home late today.

Write a message to your roommate. Tell him/her

- what plans you have for the evening,
- what time you will be back home,
- ask him/her to do some shopping.

Write 100–120 words.

Matt,

Just a quick note to tell you that I'm going out with Wendy tonight. We're going for dinner and then to see a show in The Nightingale. Sorry, forgot to tell you earlier. :-> I'll be back after midnight.

I won't be able to go to the shop as I promised. Can you do the shopping, please? We need some skimmed milk and cereal for the morning. And please, have a look if we have enough bread and cheese, I'm not sure.

Don't worry, I'll be fit for the football game tomorrow afternoon! Thanks a lot.

See you,

Dave

P.S. I'll clean your trainers after the match!



- You don't need to write *Dear* at the beginning; you can start with the first name if you are writing to a friend. You can also write *Mr Hill* or *Dear Mr Hill* if you do not know the person that well.

- Use the short forms of verbs.

- You can use incomplete sentences.

- Use informal vocabulary.

- You can also use abbreviations and symbols.