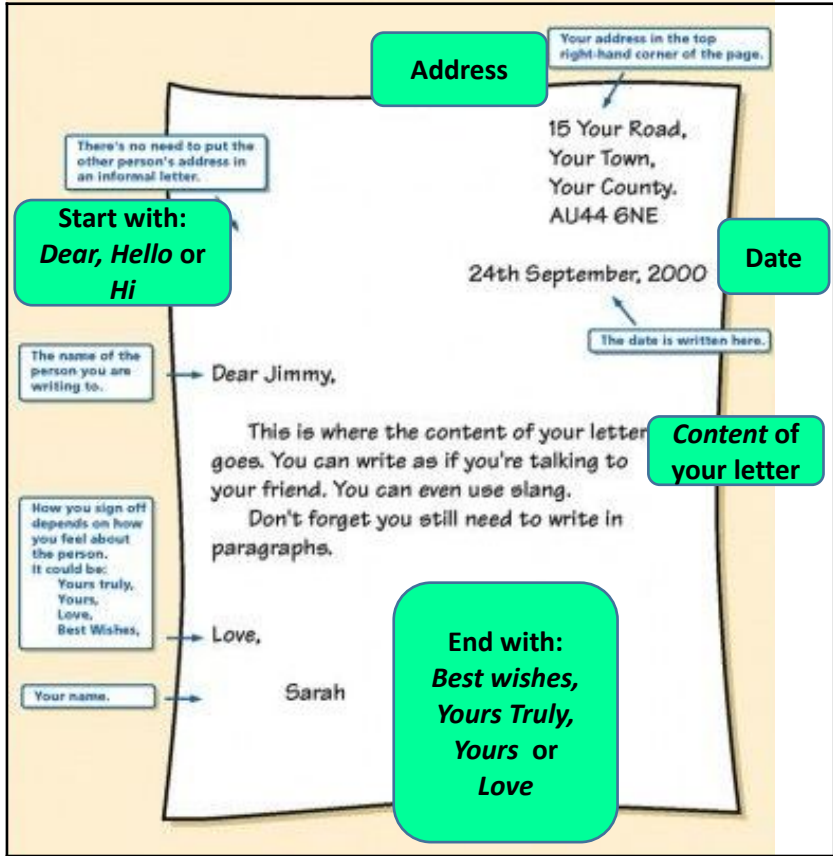


Knowledge Organiser Partnership Course ESOL – Informal letters/ emails – Autumn 2

Expressions you should know to write an **Informal letter:**

- How are you?
- I hope you are well.
- When can we meet?
- I can see you...

Section A – Key vocabulary: Informal letter



Section F – Homework

1. Read/cover/write and self mark the meaning of words in **Section A**.
2. Read / cover and self mark the spelling of words from **Section A** and **C**.
3. Use your bilingual dictionary and translate all new words from **Section A** and **C**.
4. Write an email to a friend about going shopping. Use the writing frame provided (**C**).
5. Write a letter to a friend of yours to invite him/her to your birthday party (**Section B**).
6. Complete **Section G** and practice speaking with a friend or someone in your family.

Section B – Informal Letters and Invitations

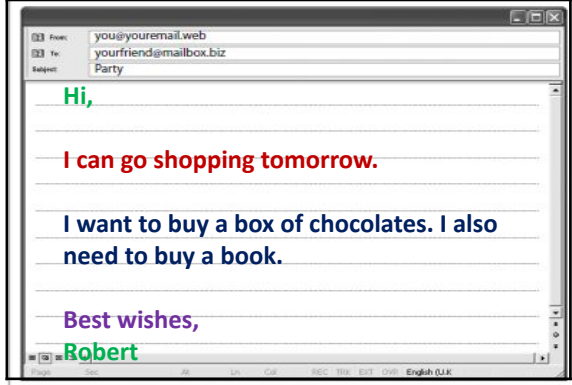
Informal letters: a letter that is written to a friend or a member of your family.

- Address and date in the top right of the page
- Greeting: e.g. Hi, Hello, Dear ...
- Use of contractions: e.g. don't, can't



Example

Section C – Informal email

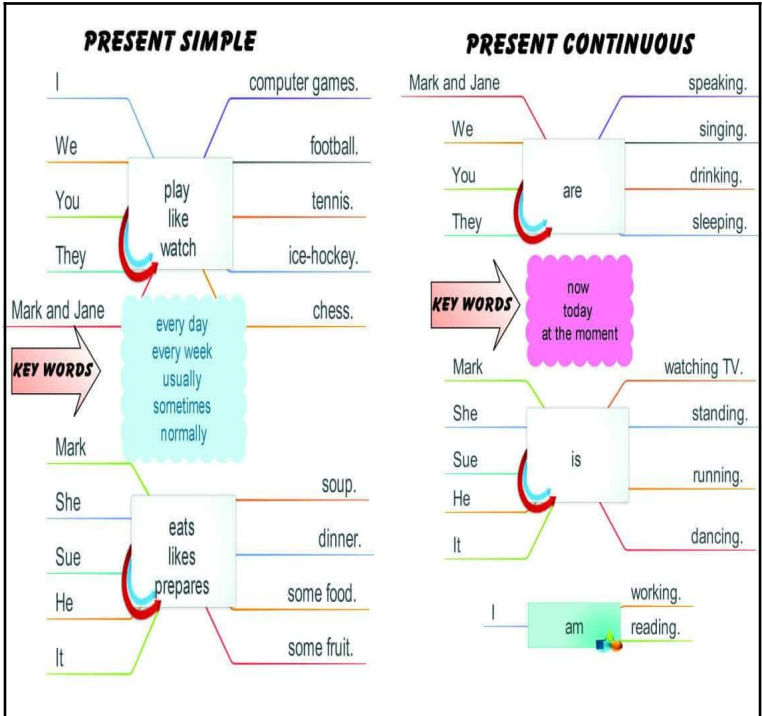


Section E – Key vocabulary and synonyms

Before you start writing think about the **GAPS!**

- Genre** – what are you being asked to write? (A letter, an email, a thank you note, a birthday card, an invitation)
- Audience** – who are you writing for? (Informal letter: a friend or family member)
- Purpose** – what are you trying to achieve? (Examples: I want to go to... I want to buy... I need to buy... I want to see... Thank you for...)
- Style** – formal or informal?

Section D – Present Simple and Present Continuous



Section G – Speaking Practice

I want to buy.....
I need to buy.....
My favourite thing to do is....
I would like to go to/take/see/listen to I would also like to go/take/see/listen to....
I would not like to go to/take/see/listen to.....