

An informal letter

I can write an informal thank-you letter.



14 Northbrook Road
Oxford OX1 4RH

24th March 2007

Dear Aunt Susan,

Thank you so much for the scarf that you sent me for my birthday. It's gorgeous! It's very warm and the colour really goes with my eyes. I've worn it every day for the last week. Sophie wanted to borrow it yesterday, but I didn't lend it to her – she never gives things back!

I really enjoyed my birthday. Mum and Dad gave me some money because I'm saving for a holiday in the States. (I reckon I've nearly saved enough for the plane ticket!) Sophie gave me a DVD of *The Two Towers*, the second film in *The Lord of the Rings* trilogy. Have you seen it? I haven't watched it yet, but my mates say it's brilliant.

I hope you're well. Thanks again for the lovely scarf!

Lots of love

Amy

Check your work

Have you

- laid out the letter correctly?
- used informal language?
- included all the information in the task in exercise 6?
- written 120–150 words?

1 Read the letter. Find three things that Amy got for her birthday.

2 Find colloquial words and phrases in the letter that mean:

- | | |
|-------------------------------|---------------|
| 1 beautiful | 5 I think ... |
| 2 to look good with something | 6 aeroplane |
| 3 to return something | 7 friends |
| 4 the USA | 8 very good |

3 Put what Amy says in the correct paragraph and in the correct order.

- a She says that she enjoyed her birthday.
- b She says what Sophie gave her.
- c She thanks her aunt for the scarf.
- d She says what her parents gave her.
- e She thanks her aunt again for the scarf.
- f She says why she likes the scarf.
- g She says how often she's worn the scarf.

Paragraph 1	Paragraph 2	Paragraph 3
1 _____	4 _____	7 _____
2 _____	5 _____	
3 _____	6 _____	

4 Read the writing tip below. What expression does Amy use to end her letter?

Writing tip

When you write an informal letter:

- put your address in the top right-hand corner
- put the date below your address
- start the letter *Dear ...*
- you can use colloquial language
- finish the letter with *Love* or *Best wishes* and your name.

5 Imagine that you have received a present from a friend or family member. Choose a present from the box (or use your own idea) and say why you like it.

an MP3 player a CD a book a DVD some money
some make-up a necklace or earrings a bag
some pens a mobile phone

6 Write an informal thank-you letter of 120–150 words. Use the plan to help you.

Paragraph 1

- Say thank you. Say what the present is and say something about it: What's it like? Why do you like it? Have you used it?

Paragraph 2

- Say what you did on the special occasion. Say what other presents you received.

Paragraph 3

- Say thank you again.