

IGCSE-ESL EX. 5

INFORMAL EMAIL



You may use the following link or QR code to fill Telekilaas form.

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English Language Registers

- the way a speaker uses language differently in different circumstances.
- determined by factors such as social occasion, context, purpose, and audience.



Registers in Academic English

Formal/ official

- It is used when you speak or write to your boss, a client or in a transactional letter.
- E.g.: The formal dance was attended by Mary and Ryan

Informal/friendly

- You use informal or casual register when you speak to or write emails and messages to friends, family or colleagues.
- E.g.: Mary and Ryan went to a formal dance on Saturday.



Informal Language features

- Colloquial words/phrases: kids, good, a lot etc.
- Contractions: isn't, doesn't, hasn't, I'm not etc.
- First person singular: I can't say I agree with that.
- Abbreviations: TV, etc, eg. [not OMG/ U/ ASAP]
- Active Voice: They argue that this policy will not work.
- Phrasal verbs: I can't put up with his behaviour any more.
- Humour: create interest



Format of an informal letter:

- Salutation (Dear + first name..),
- Introduction
- Body (maybe three paragraphs),
- Conclusion
- Signature (With Love/Yours Truly..)



Introduction:

- Start with a warm, friendly opening. Ditch the boring 'How are you doing? I am fine.....'.

Go for these:

- It was good to hear from you.
- I'm so sorry for taking so long to reply. I've been revising for my exams.



- Congratulations on your award! It's been a hectic week over here. So sorry I couldn't write to you earlier. (This is a good opening, because it tells the examiner that you know this person well).
- Tell them why you're writing the letter. This will be specified in the question paper itself. Keep it very short.

Body:



- This is the actual content of your letter.
- You can write it in two - three paragraphs to organise your ideas
- Provide more details about the topic. (describe/ explain/ say)
- Use lots of adjectives and adverbs and really relay your thoughts and emotions.
- Use the prompts and pictures in the question.

Conclusion:



The conclusion has to wrap up the letter.

- Give a reason why you're ending the letter: Anyway, I must go and get on with my work!
- Send greetings and/or make reference for future contact: Give my love / say hi to... / I'll try and phone you at the weekend to check the times.
- Closing statement such as Love, Lots of love, All the best,

You recently went to the opening day of a new visitor attraction in your town.

Write an email to a friend about the day.

In your email, you should:

- describe the visitor attraction
- explain what happened on the day
- say if you think the attraction will be a success or not.



The pictures above may give you some ideas, and you should try to use some ideas of your own.

Your email should be between 150 and 200 words long.

You will receive up to 8 marks for the content of your email, and up to 8 marks for the language used.

You recently went to the opening day of a new visitor attraction in your town.

Write an email to a friend about the day.

underline the key words in the question so that you know exactly what you need to write about.

Check who you are writing to. How well do you know the person? Should you use formal or friendly register?



In your email, you should:

- describe the visitor attraction
- explain what happened on the day
- say if you think the attraction will be a success or not.

'describe' – Give plenty of interesting detail about the place and use your imagination as much as possible.

'explain what happened' – here you need to tell the story so that your reader can imagine the scene

'say it will be a success or not' – you need to provide reasons. Was the place fun and exciting or boring? What was interesting about the place? Try to involve the person you are writing to...

- The pictures above may give you some ideas, and you should try to use some ideas of your own.
- Your email should be between 150 and 200 words long.

Say something about each bullet point. Use the pictures if you wish, but you will gain more marks if you think of your own ideas. The pictures are useful to help you if you can't think of any ideas of your own.

Make sure you notice the word count and try to keep within it.



- You will receive up to 8 marks for the content of your email, and up to 8 marks for the language used.

The examiner uses the band descriptors in the mark scheme to assess your response to this question.

To achieve the highest band you need to:

- Write about all the bullet points in the question in some detail
- Write in the correct register (informal) throughout
- Give a clear sense that you are writing for a real person
- Keep within the word limit.

To achieve this band you need to:

- Use plenty of interesting words
- Use lots of different and complex sentence types
- Link the events and paragraphs together with lots of good linking words.
- Use an excellent style of writing throughout

7-8

5-6

3-4

1-2

0

Dear Ahmed,



Introduction

I was **thrilled to bits** when my phone pinged with your email this morning. I'm glad you're doing better. Here's something that might **cheer you up**. A new park opened up here yesterday. As the place was so reminiscent of our childhood, I thought I'd check it out and, boy, I'm glad I did!

1st Bullet Point: describe the visitor attraction

- It's just round the corner near the coffee shop, so I bought myself a steaming cup of latte and **strolled through** the freshly mowed grass. There were stylistic benches placed along the walkway, a new jogging route and the coolest swings and seesaws. And I wished I were a kid, so I could see the world spin on the musical merry-go-round.

2nd Bullet Point: explain what happened on the day

- When I saw mirthful children moving around the ice-cream trucks, our good old days flashed before my eyes. Kids were all **wreathed in smiles** as they got their faces painted and posed for photos with **ginormous** cartoon characters. There were all sorts of games to play and I literally felt it was the happiest place on earth as I kept **snapping away** those beautiful faces.

3rd Bullet Point: say if you think the attraction will be a success or not.

- From what I saw, I don't think the new park will ever be short of visitors. It's not just the rides and swings that look **irresistible**, but who can say no to those futuristic skating rings. Plus, everybody enjoys some flavourful popcorn while **sauntering through** sweet-smelling rose bushes, don't they?

Conclusion

When you visit this summer, we must visit there. Check out the pictures I attached!



Dear Ahmed,

I was **thrilled to bits** when my phone pinged with your email this morning. I'm glad you're doing better. Here's something that might **cheer you up**. A new park opened up here yesterday. As the place was so reminiscent of our childhood, I thought I'd check it out and, boy, I'm glad I did!

It's just round the corner near the coffee shop, so I bought myself a steaming cup of latte and **strolled through** the freshly mowed grass. There were stylistic benches placed along the walkway, a new jogging route and the coolest swings and seesaws. And I wished I were a kid, so I could see the world spin on the musical merry-go-round.

When I saw mirthful children moving around the ice-cream trucks, our good old days flashed before my eyes. Kids were all **wreathed in smiles** as they got their faces painted and posed for photos with **ginormous** cartoon characters. There were all sorts of games to play and I literally felt it was the happiest place on earth as I kept **snapping away** those beautiful faces.

From what I saw, I don't think the new park will ever be short of visitors. It's not just the rides and swings that look **irresistible**, but who can say no to those futuristic skating rings. Plus, everybody enjoys some flavourful popcorn while **sauntering through** sweet-smelling rose bushes, don't they?

When you visit this summer, we must visit there. Check out the pictures I attached!

Love,

Fathimath

Tips for higher band:

- Take care of spelling, punctuation and grammar.
- Keep the tone very light and warm. An informal letter should be friendly.
- Write a paragraph for each bullet point (given in the question) can be a good method of keeping the letter organised.
- Give personal anecdotes. Add details that tell the examiner you really know each other.
- Keep to the word limit. It should be at least 150 words and shouldn't exceed 200 words.

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Thank

you



dreamstime.