Appendix I



An informal e-mail is usually sent to a friend, a relative or an acquaintance. Note the layout below:

Well, I'd better finish off here.

I must go now.

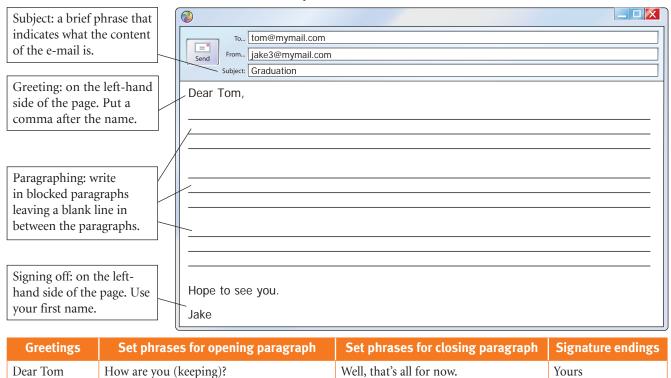
See you soon.

Keep in touch.

All the best

Bye for now

Take care



2b AN INFORMAL LETTER

It was nice to hear from you.

Thank you / Thanks for your e-mail.

I've been meaning to get back to you, but ...

It's taken me ages to reply, but ...

Just thought I'd drop you a line.

Dear Mum

Hi Bob!

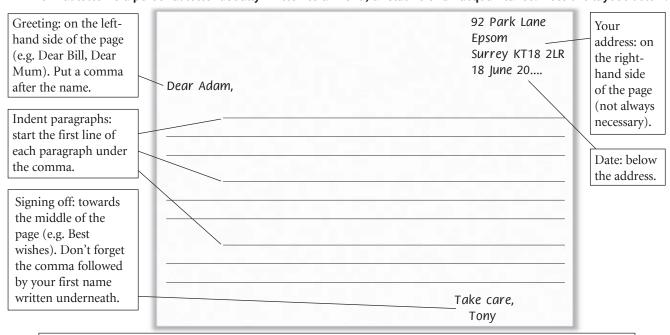
NOT:

Hello Bill!

Dear brother Dear briend Dear cousin

Dear Aunt Sue

An informal letter is a personal letter usually written to a friend, a relative or an acquaintance. Note the layout below:



For greetings, signature endings and set phrases you can use in the opening and closing paragraph, see 1b above.