



# Writing an Informal Email

Ian Shepherd

April 22, 2021

# Outline

- What are informal emails?
- CLB 5/6 - Writing Benchmarks
- Grammar - present continuous tense and stative verbs
- Example emails
- Informal Email Tips
- Practice



# What Are Informal Emails?

- Informal emails are usually written to family members, or friends.
- You can use informal language and email structure.

## Examples:

- invitations
- thank you notes
- check in





# Canadian Language Benchmarks

## Writing Benchmarks - Level 5

### Interacting with Others

- Write 1-paragraph formal or informal personal messages for social purposes.

*For example:*

- a note to accept an invitation
- an email telling someone how I feel
- a letter about what is new in my life

# Canadian Language Benchmarks

## Writing Benchmarks - Level 6

### Interacting with Others

- Write 1- to 2-paragraph formal or informal personal messages for social purposes.

*For example:*

- a memo congratulating or thanking someone
- a note to make an apology
- an e-mail offering to help someone

# Grammar - Present Continuous Tense

We use the present continuous tense to talk about what is happening now.

Subject be verb main verb+ing ...

I am working at Canadian Tire these days.

My kids are doing well in school.

# Stative Verbs

With some verbs (called stative verbs) we don't usually use the present continuous tense.

I am needing a new car.



I need a new car.



She knows my friend, Karen.



She is knowing my friend, Karen.



# Example Email #1 - an Invitation

**Subject: Dinner Invitation**

Hello Sandra,

How are you and your family? I hope you are all doing well. We're fine, but we're sick of staying home all the time, LOL. We are wondering if you and your family would like to come over for dinner next week on Thursday. We are making pizzas. If you want to come, please let me know by Saturday, so I can buy the ingredients. I think we will have a great time chatting, and the kids can play together outside.

Looking forward to seeing you soon,

Mary



# Email Structure

Subject

Body

Greeting/Opening - Hi, Hey, Hello, Good morning, Good afternoon, etc.

Body - 1 or 2 paragraphs

Closing - Love, Take Care, Sincerely, Talk to you soon, etc.

Name

# Example Email #2 - an Apology

**Subject: I'm So Sorry**

Hey Mike,

I'm writing to let you know how sorry I am about what happened to your car. Jason was riding his bike near it and lost control. He scratched the paint on the door on the passenger side. I didn't notice it yesterday, but he told me what happened last night. I want to pay you for the damage. Please send me an amount and I'll E-transfer it to you later today. I feel terrible about it.

Sincerely,

Jeff

# Informal Email Tips

Keep it short.

Use informal language - You can use abbreviations - BTW, FYI, LOL.

Write a subject.

Use informal openings and closings.

Don't forget to sign your name.

Proofread it.



## **Practice - Writing an email**

**Write a short email to a friend about your life.**

**Email it to [ian@rightstartcanada.ca](mailto:ian@rightstartcanada.ca) and I'll check it for you.**