



# Informal letters

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# Informal letter recipient

- Someone you are intimate with, like your loved ones or a very close friend.
  
- Someone you are friends with but not a close one (semi-formal letters)



# The difference between formal and informal

- **The text has contractions (I'd like to, I'm a ..., etc.)**
- **The tone is friendly, so you may not see big words (like profession instead of job), also some phrasal verbs too.**
- **The closing can be “best wishes” for not-a-very-close friend.**
- **For the close friends, use “love”, “hugs and kisses”.**



# Formal Vs. informal

Formal	Informal
As a result	
After a short time (you do not need to know the details)	
Pay sb a visit	
Looking forward to hearing from you	



# Topic (Cambridge 8)

- You have recently moved to a different house.

**Write a letter to an English-speaking friend. In your letter**

- Explain why you have moved
- Describe the new house
- Invite your friend to come and visit



# Why have you moved?

*Dear Dave,*

*I am writing to let you know that at last we have moved to a bigger house! We just couldn't go on living in the two-bedroom bungalow now that the twins are growing up and the new baby has arrived. So, we started looking – and one thing led to another and finally here we are in our new home.*



The new house:

*I'm sure you'll like it. We have three bedrooms now, and a very modern bathroom and kitchen. The kids are happy because there is much more space with the big living room and the garden outside. But Michel is the happiest because he does not need to do much decorating.*



# Invitation and the ending

*Why don't you come round this weekend and see what you think of our new place? We would all love to see you and if the weather is good we can have a barbecue in the garden.*

*Our new address and phone number are below, so give us a call and let us know when to expect you.*

*Lots of love*

*Francis*





# homework

- IELTS 7 test B

