

An informal letter

1 Read the letter and answer the questions.

- 1 When did Anna last hear from Katy?
- 2 What has happened to Anna?
- 3 When and where did it happen?
- 4 How is Anna feeling? Why?
- 5 What does Anna want Katy to do?

11th April

Dear Katy

Hi. How are you? I haven't heard from you for three weeks. I'm just writing to let you know that I've broken my ankle.

It happened on Saturday afternoon at the gym. I was doing aerobics when I jumped up and landed on the side of my foot. It really hurt, but it's OK now that it's in plaster. The only thing is that I've never used crutches before and I'm not very good at it!

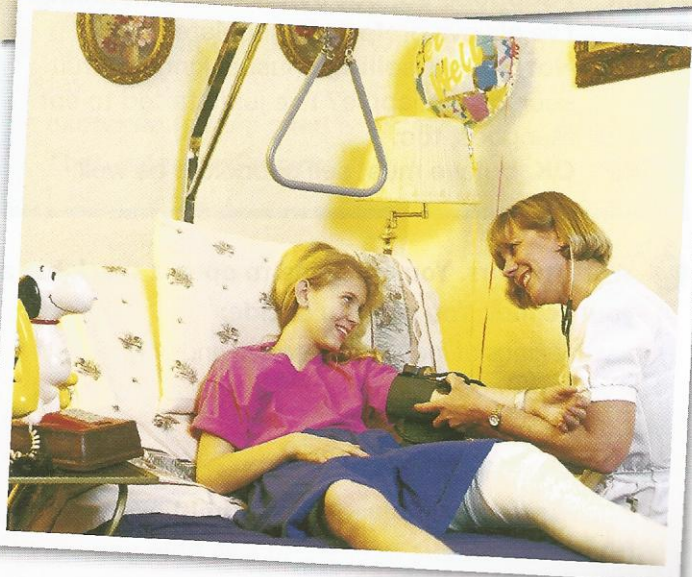
I've got lots of books and magazines to read, but it's dead boring. I want to go out, but I can't because I can't walk very far. It's such a pain!

Anyway, hope to hear from you soon.

Write soon.

Lots of love

Anna



Informal language

2 Read Anna's letter again and answer the questions.

- 1 How do we begin and end an informal letter?
- 2 Is it necessary to include an address?
- 3 Does Anna usually use long forms (*I am, I have*) or contractions (*I'm, I've*)?
- 4 What word does Anna use instead of *very* or *really*?
- 5 Can you find any other expressions that tell us that Anna is writing to a friend?

Useful phrases

3 Match the functions 1–6 with the expressions a–f.

- 1 sympathising
 - 2 changing the subject
 - 3 thanking someone for writing
 - 4 ending a letter
 - 5 explaining why you are writing
 - 6 apologising for not writing
- a Anyway,
Now,
 - b I'm just writing to let you know my news.
This is just a quick note to tell you my plans.
 - c Thank you very much for your letter.
Thanks for writing.
 - d I was sorry to hear about your accident.
I was really sad to hear your news.
 - e Write soon. It'd be great to hear from you.
Hope to see you soon.
 - f I'm sorry I haven't written for ages.
Sorry I haven't written, but I've been really busy.

4 A friend has written to let you know that he /she has failed some exams. Write a letter to cheer him /her up. Remember to:

- say thank you for the letter
- sympathise with what has happened
- make some suggestions to cheer him/her up
- tell him/her some news of your own
- include some extreme adjectives
- use informal language and contractions