

Writing an Informal Email

IGCSE English ■ Topic 3

IGCSE English



What we will cover

- 1 Cover every prompt
- 2 A friendly tone
- 3 Email structure
- 4 Useful informal language
- 5 Developing ideas



1

Approach

Cover every prompt, friendly tone

- cover **every prompt** 提示 – tick each one
- warm & **informal** 非正式 tone – write as if talking

Missing one bullet loses content marks.
Ask questions too.



Friendly email: cover every point, natural tone

Email structure

Hi Sam,

Write back soon,
Anna

- **greeting** 问候语: *Hi Sam,*
- short **paragraphs** 段落 – one idea each
- **closing** 结束语: *Write back soon,*
+ your name

The shape of a good informal email

Hi Sam,
Thanks for your email! How are you?

Write back soon,
Alex
120-160 words

— friendly **greeting**
warm opening -
ask them questions too

— one **prompt** in each
paragraph - tick each one
off as you write it

— friendly **closing**,
then your name

The shape of a good informal email

Greeting and ending

- Start with a **greeting** 问候语: *Hi Sam*, or *Dear Anna*,
- End with a friendly **closing** 结束语: *Write back soon*, or *See you soon*, then your name.

Useful informal language

short forms 缩略形式
I'm, don't, can't

openers
Guess what!

feelings
I can't wait to...

Friendly phrases (*How are you?*) make the email feel personal.

Developing ideas

weak

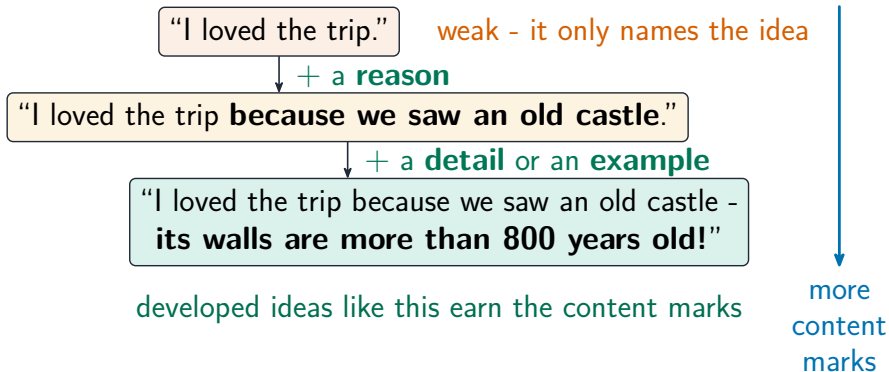
"I loved the trip."

developed 展开的

"I loved the trip **because**
we saw an old castle."

Add a **reason** 原因, **example** 例子 or **detail** 细节. Aim for 120–160 words.

Develop your ideas



Each extra reason or detail makes the idea stronger

A model informal email

Notice the greeting, the news, the reason, and the sign-off.

Hi Sam,

Guess what – I finally visited the new science museum you told me about! I loved it, especially the space room, because you can sit inside a model capsule and hear the launch.

The best part was the evening show. We stayed until it closed.

Why don't you come with me next month? Let me know which weekend suits you.

See you soon,

Wei

Four moves: **greet**, give the **news**, add a **reason** or **detail**, and **close with a question**. Check the tone is friendly, then fix small grammar and spelling mistakes.

Exam tips

- Open warmly: "Thanks for your email!" or "Great to hear from you!" sets the informal tone at once.
- Use short forms (I'm, don't, can't). They are correct here and make you sound like a friend.
- Give each prompt in the task its own short paragraph, and add one detail or reason to each.
- Close like a friend: "Write back soon," plus your first name only, never a full name.
- Keep the style informal from the first line to the last; one "Dear Sir" in the middle breaks the whole email.

2

Recap

Worked example – opening an informal email

Improve this opening to a friend: “Dear Sir. I am writing to inform you that I will visit.”

- Wrong register the **other** way – far too formal for a friend.
- “Dear Sir” and “I am writing to inform you” belong in a **business** letter.
- “Hi Mei! Guess what – I’m finally coming to visit next month! I can’t wait to see you.”
- Informal = first name, **contractions**, exclamation marks, and real **warmth**.

An informal email should sound like **talking**. Ask a question and react to their news – examiners reward a genuine **sense of a real reader**.

Topic 3 – key takeaways

1

Prompts

cover every point in the task

2

Structure

greeting, paragraphs, closing,
name

3

Language

informal: short forms & friendly
phrases

4

Develop

add a reason, example or detail

Check yourself

- 1 What happens if you miss a prompt?
- 2 How should an informal email begin?
- 3 Give one informal short form.
- 4 How do you develop "I loved it"?



Answers 1. you lose content marks / can't 2. a friendly greeting (Hi Sam,) 3. I'm / don't
4. add a reason or detail