Writing an informal email

IGCSE English · Vocabulary in context

Word	Example
informal email /ɪnˈfɔːml ˈiːmeɪl/	Write an **informal email** to a friend about your holiday.
prompts /prɒmpts/	Answer all three **prompts** in the task.
informal /ɪnˈfɔːml/	"Hi!" is **informal**. "Hi!"
tone /təʊn/	The writer's hopeful **tone** shows in the last sentence.
greeting /ˈgriːtɪŋ/	Start with a friendly **greeting**, such as "Hi Sam". "Hi Sam"
closing /ˈkləʊzɪŋ/	End with a **closing** such as "See you soon". "See you soon"
paragraphs /ˈpærəgræfz/	Use **paragraphs** to group your ideas.
short forms /ʃɔːt fɔːmz/	**Short forms** like "I'm" and "don't" are fine in an informal email. "I'm" "don't"
developed /dɪˈveləpt/	Each point should be **developed** with a reason or an example.
reason /ˈriːzn/	"Why?" asks for a **reason**. "Why?"
example /ɪgˈzæmpl/	Give an **example** to make your point clear.
detail /ˈdiːteɪl/	The date is a **detail**, not the main point.

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