

Writing an informal email

IGCSE English

Why and to whom you write

The first writing task asks you to write an **informal email** 非正式电子邮件 to a friend or a family member.

Cover every prompt

- The task gives you some **prompts** 提示 — short points you must write about.
- You must cover every prompt. If you miss one, you lose content marks.
- Tick each prompt as you write it, so you do not forget one.

Use a friendly tone

- An email to a friend is informal 非正式. Use a warm, friendly **tone** 语气.
- Write as if you are talking to the person. Ask them questions too.



This is who the email is for: someone who already knows you, so write the way you would talk to them



Writing on a laptop: informal emails still need a clear purpose, order and friendly tone

How to build your email

A good email has a clear shape.

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.

Paragraphs

- Use short **paragraphs** 段落. Put one main idea in each one.
- Do not write one long block of text.

Useful language

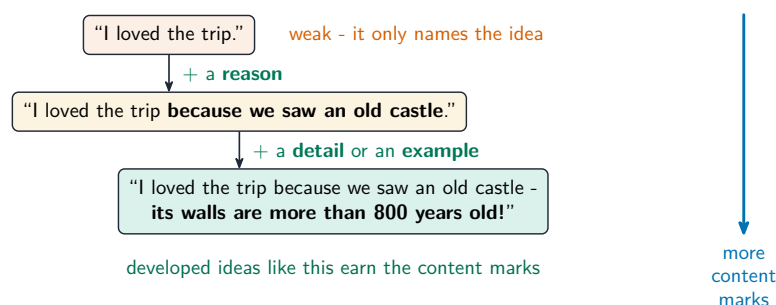
- Informal language uses **short forms** 省略形式: I'm, don't, can't.
- Friendly phrases help: *Guess what!* / *How are you?* / *I can't wait to...*

Making your email better

Content marks reward **developed** 展开的 ideas, not a list.

Develop your ideas

- Do not just name an idea. Add a **reason** 原因, an **example** 例子, or a **detail** 细节.
- “I loved the trip” is weak. “I loved the trip because we saw an old castle” is much better.



Each extra reason or detail makes the idea stronger

Check before you finish

- Count your words: aim for 120 to 160 words.
- Check the tone is friendly, then fix small grammar and spelling mistakes.

A model email

See how the friendly tone and developed ideas work together.

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 in a real rocket seat and feel it shake. I went with my cousin, and we stayed until it closed.

How about you? Have you been yet? We really should go together in the summer.

Write back soon, Lin

Notice the warm greeting, one developed idea with a reason, a question back to Sam, and a friendly closing. It reads like a real message to a friend — and it covers every prompt.

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.