

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

Email structure

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

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

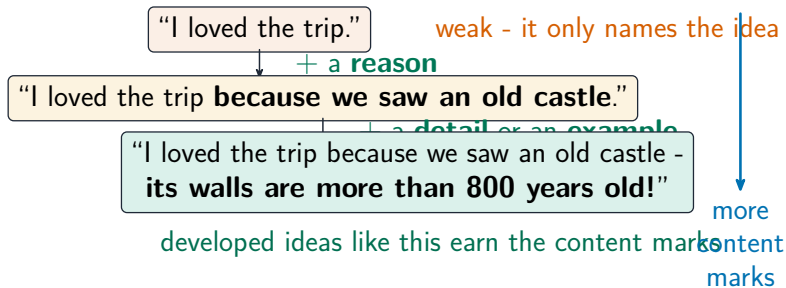
"I loved the trip."

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.

Developing ideas



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