



Informal Email

Look at the words on the next page and write them on the lines below to complete the email.

Date: _____.

From: _____

To: _____

Subject: _____.

Dear _____, ← **As it is an informal email, use a comma.**

I hope this mail _____ you in great _____ and spirit.

How are you getting _____ with your savings for the shopping we planned for the autumn _____ trip?

I saw some advertisements _____ the internet about clothing stores in the city. They have great discounts, and I think they have _____ accessories you wanted to get. I _____ sent them an email asking about paying _____, I think it's an opportunity you can't _____ . So, would you like us to go there and check _____ out?

Please, email me _____, so I can tell my parents. I am sure they would drive us there.

Say Hi! to your parents, all right!

Love,

_____. ← **Your name**

Capitalize Nouns, Adjectives, Adverbs and Verbs in the Subject Line.

the holiday finds methods health

on back just miss on it

Look, read and match the words with the meanings.

1. **hope** - It means: _____
2. **get on** - It means: _____
3. **savings** - It means: _____
4. **miss** - It means: _____
5. **check out** - It means: _____
6. **email back** - It means: _____
7. **drive someone** - It means: _____
8. **Say Hi!** - It means: _____

- a. the money you keep at home or in a bank
- b. to respond to an email
- c. to ask someone to greet somebody else
- d. a feeling of expectation or desire
- e. to take someone somewhere by car
- f. to fail to do or experience something
- g. to go to a place and see
- h. to manage or deal with something successfully