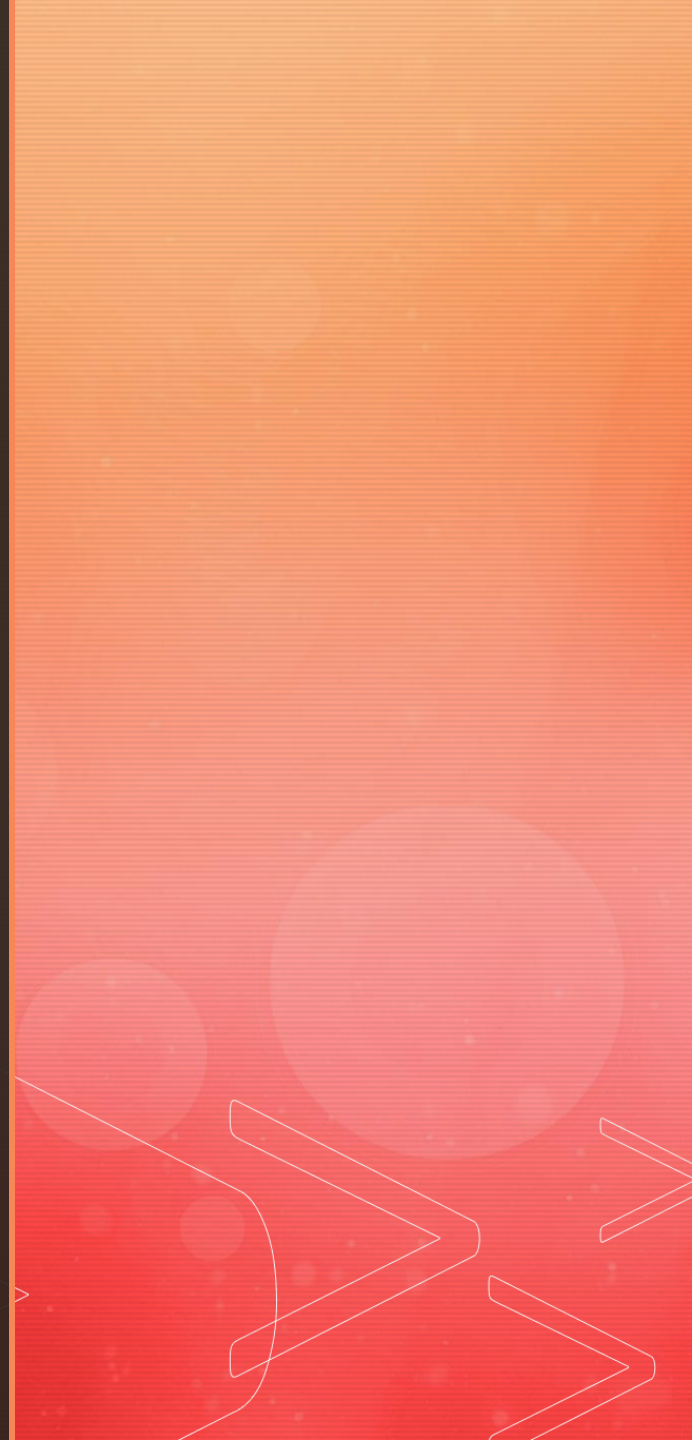


HELLO





December invoices

From: A.Daniels@goodsgalore.com

Cc: Bcc:

To: D.Saint@goodsgalore.com

Date: 2 Feb 2019

Subject: December invoices

Hi Dave

Please send these asap. We are getting close to the deadline!

Thanks

Amy

Send



A yellow rectangular sticky note is pinned to a light green background with a single green pushpin at the top center. The note is tilted slightly to the right. The text 'E-mail!' is written on the note in a bold, black, handwritten-style font.

E-mail!

Etiquette!

Appropriate

**Proper
Spelling and
Grammar**

**Respectful
and
Polite**

Clear

**Contains
Subject
Line**



Planned

Proofread

Professional

- 1 Read the email Jamal received from his friend Mark and the notes he made. What did Jamal do recently?



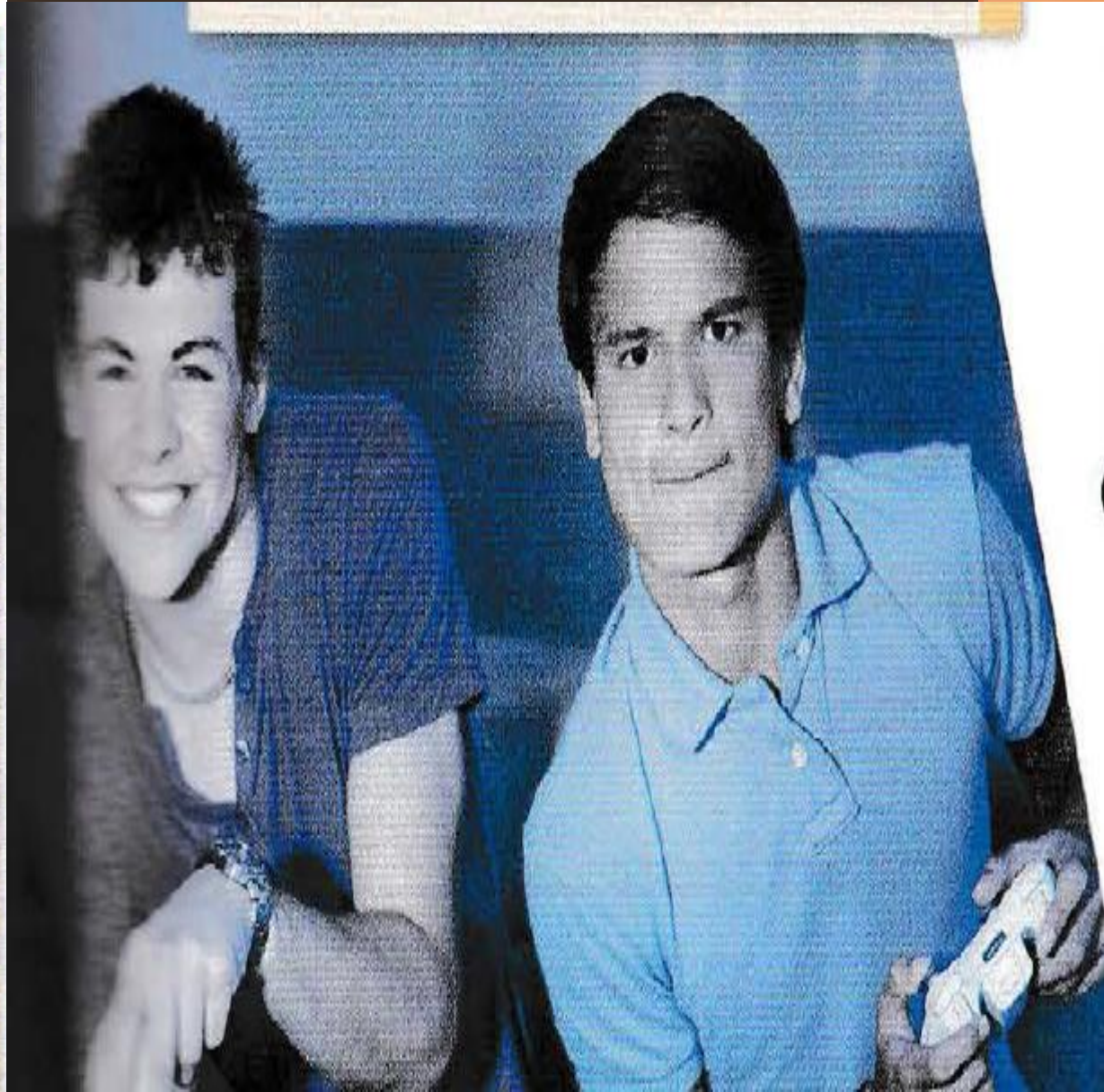
Describe ...

Say congratulations.

Explain ...

Tell Mark about Simon.

2 Read Jamal's reply. Does Jamal answer all of Mark's questions?



- 3** Read the *Prepare to write* box. Which phrases does Jamal use to begin and end his email?



PREPARE TO WRITE

An informal email (1)

In informal emails:

- use an informal phrase to begin your email: *Hi ... , Hello ... , It's great to hear from you*
- use short forms: *it's, he's, I'll*
- use informal words and expressions: *Great!, loads of things, He's into ... , I guess ...*
- use an informal phrase to end your email: *Love, Write soon, Speak soon, See you soon*

Difference Between Formal and Informal Email

Formal Email

Purpose

- The purpose is to sent important and business messages. Responses to queries, Sales & Marketing Proposals. Formal emails can be solicited or unsolicited

Informal Email

Purpose

- The purpose is just to communicate or to message for having a informal meeting
- They can be solicited however mostly they are unsolicited.

Difference Between Formal and Informal Email

Formal Email

Audience

- Identifying the Audience is the most critical part of the Email. The whole structure & tone of the email depend on the target audience.
- For instance tone of email for assigning tasks to your staff is totally different then replying to complain of a customer.
- The target audience is work colleagues and business clients.

Informal Email

Audience

- The target audience is usually friends and family.

Difference Between Formal and Informal Email

Formal Email

Subject Line

- Subject line is like the Headline of a newspaper.
- Subject should be giving a basic idea about the purpose of email.

Informal Email

Subject Line

- No Particular subject required for informal email. However if the email is for a particular purpose it is better to replicate such purpose in the subject.

Difference Between Formal and Informal Email

Formal Email

Style & Accuracy

- Professionally formatted, Use of Paragraphs
- The accuracy in spelling, punctuation and grammar is required. eg: Thank you for your response.

Informal Email

Style & Accuracy

- Free from any style, normally very small messages are sent through such emails
- The grammar and punctuation doesn't matter a lot. Eg: Thanx for ur email

Difference Between Formal and Informal Email

Formal Email

Opening & Closing

- There is proper beginning and ending pattern. Example : Dear Sir / Madam (beginning) and Yours respectively (ending)
- Message starts courteously and with a reference (where applicable)
- Closing with a courteous line and with signature of the sender
- Contractions can not be use.
How are you?
Where are you?

Informal Email

Opening & Closing

- As such no pattern required.
- Opening informally with Hey or Hello
- Closing with first name or initials
- Contractions can be used.
How're you?
Where're you?

4 Find six different short forms in Jamal's email.

5 Rewrite the sentences using short forms.

He's

We're

1 He is really nice and we are good friends.

How's

You're

2 How is school? I hope you are getting on well.

I'm

They're

3 I am getting to know everyone and they are all really friendly.

We've

We're

4 We have got tickets and we are going to a game together.

6 Match the **highlighted** informal words and phrases in Jamal's email to the meanings.

1 I think

3 likes

5 friend

2 very

4 very good

6 a lot

Awesome
Loads
Really
Is into
I guess
mate

Home work

7 Imagine you have moved to a new town and started a new school. Read Mark's email again and plan your reply. Use Jamal's notes in Exercise 1 to help you.

8 Write your email to Mark.



- Use the phrases and tips in the *Prepare to write* box.
- Write about 100 words.
- Remember to check your spelling and grammar.



4

CHAMPIONS



ABOUT YOU

Which sports do you play regularly?
Which sports do you watch?

www.Games4esl.com

[aparat.com/SaharTaremiiii](https://www.aparat.com/SaharTaremiiii)



VOCABULARY

Sports



15

1 Match the photos to some of the sports in the box. Then listen and check. Check the meaning of the other sports.



athletics boxing climbing cycling
gymnastics ice hockey ice skating
jogging rugby squash surfing
swimming table tennis tennis
volleyball windsurfing





16

2

Listen to six interviews and match the sentence halves.

1 We go

2 We do

3 I don't play

4 I go

5 My mates and I go

6 We never play

a athletics in the summer.

b cycling all the time.

c jogging quite often.

d ice hockey.

e tennis together.

f windsurfing on the lake.



Verbs used to talk about

SPORTS

play

go

do

3 Add the sports from Exercise 1 to the table.

do

athletics

go

climbing

play

ice hockey

4 What other sports and activities can you think of?
Add them to the table in Exercise 3.

play basketball

go snowboarding

- 5** Do the quiz in pairs. The answers are all from Exercises 1 and 2.

RACE AGAINST THE **CLOCK**

Answer the questions about the sports in Exercise 1.

Be quick! You've got a time limit of five minutes!

- 1** Which nine sports can you do on your own?

- 2** Which four sports are for two or four players?

- 3** Which three sports are for teams of more than four?

- 4** Which five sports do you do on or in water or ice?

- 5** In which two sports do you use a racket?

- 6** In which four sports is there a net?

- 7** Which sport is not in the Olympic Games?
a cycling **b** table tennis
c ice hockey **d** squash

- 8** What sports do people do in these competitions?
a Wimbledon **b** Tour de France
c IAAF World Championships



6 Discuss the questions.

- 1** What's your favourite sport? Why? When do you do it?
- 2** What are the most popular sports in your country?