1. An Informal E-mail; Invitation

1. Read the statement taken from an essay dealing with letter and email writing. What do you think?

*Today's electronic forms of communication may lack that emotional depth but they do enable us to connect more speedily and efficiently than I at least could manage with pen and ink. Still, when we take advantage of them, we ought always to heed Woolf's warning, never to write carelessly. And, if we can, at least count to 10, and read over what we have written, before we press "send".* For the complete text see: [www.bbc.co.uk/news/magazines-16871715](http://www.bbc.co.uk/news/magazines-16871715); “Mourning the loss of the written word“ by Lisa Jardine who referred in her text to Virginia Woolf´s work.

2. Answer these questions: What is an email? **Why** and **who** do you write it to?

3. Circle the people who you

MOTHER TEACHER BANK MANAGER CLASSMATE COMPANY DIRECTOR

sometimes write an email to.

4. Match the purpose of

Thank you note Complaint

Apology Arranging a night out

Birthday party invitation

writing with the people listed

above. Think about the style of each

text.

5. Find out why the following e-mail was written?

6. Complete the email using these words:

*p.m., party, birthday, presents, see you, invite*

|  |
| --- |
| **from:** *alice.ce@gmail.com*  **to:** [*karla.janda@gmail.com*](mailto:karla.janda@gmail.com)  **subject:** *birthday party* |
| *Hi Karla,*  *How about a .......... next Friday night? It’s my 18th ..………! The party starts at 6 ………. at my place. I’m also going to ……….. my classmate Janet and my friend Mirek. Can you come? Don‘t worry about ………! Just make sure you‘ll be there. It’ll be fun!*  *……… ……… soon*  *Alice* |

6. Think about the form, style and language of Alice´s email.

**INFORMAL EMAIL SUMMARY:**

**Who to:** Friends, family members also colleagues or clients (after establishing a working relationship) and similar status people;

**Greeting:** *Hi, Hi Karla, Hello, Hello Karla;*

*Dear Carla, Dear all (to a group)* - semi-formal

**Closing:** *Love, Love from* (family members, close friends); *Take care, See you soon, Thanks, Cheers* (friends and acquaintances);

*Yours/All the best; Best wishes!* – semi-formal

**Useful tips:** Use contracted forms, short sentences, informal language; sign your name (first name);

**Paragraphs:** Not necessary*;* used in longer texts

! Informal does not mean impolite!

Semi-formal style is used to write to people who you are on first-name terms with but do not know them that well/ they are of different status.

**Invitation includes:** date, time, and place

**Useful phrases:** *How/what about*

*(a party/having a party);Why don’t we, Let’s (have a party);*

*Do you fancy(a party/having a party); Are you doing anything on...*

7. Answer these questions:

Do you sometimes organise a party, why?

What do you have to do? What do you need?

8. Write **an** **email** to one of your classmates. Invite him/her to the Welcome-back-to-school Party you and your friends are going to organise. Write **60 to 70 words**.

You should:

* **include the date, time and place**
* **inform about the programme**
* **mention that the party is free**

*Write your email in an appropriate style and form.*

**Answer key:**

1. Students´ own answers
2. A message or data sent to other people by computers; 2. See Informal Email Summary
3. Students ’ own answers
4. Birthday party – *classmate*; Thank-you note – *classmate, teacher, mother, bank manager;* Apology – *classmate, teacher, bank manager;* Complaint – *bank manager, company director;* Arranging a night out – *classmate (usually more than one answer is correct)*
5. Birthday party invitation
6. Party; birthday; p.m.; invite; presents; see you
7. Students ’ own answers
8. Teachers should read through students´ emails, analyse them based on criteria used for assessing Writing for Maturita exam (school leaving exam). Teachers may also prepare a list of mistakes that students will correct in the class. *(Option: Students send emails to each other and a copy to the teacher; students write a reply and a copy to the teacher; the analysis follows.)*

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