

ENGLISH

Unit 18: Emails and Letters



Pre-Intermediate English with

THE INSPIRE ACADEMY

Introduction

- A letter is something you write and then send to someone by post, or mail. Usually when you write a letter it has some purpose, whether it is to update a friend or family member about your life or if it is meant for something involving work or bureaucracy.
- An email is basically the same thing as a letter but it is the electronic form.
- In some cases a letter could be seen as more formal and an email less formal. However, email is usually just seen as being more convenient and quick.
- All that said, it is necessary to know how to write both an email and a letter in English, both are used very often and they are more formal than a text.
- So, in this unit you will learn how to write an email and a letter, how to address them, and how they are setup.
- This will be followed by a few exercises where you will get to practice writing your own letters and emails.
- Let's get started!

Emails



- There are a few things that you must know about emails, which are:
 - a. What to put as a subject
 - b. How to start an email
 - c. How to write within an email
 - d. How to end an email
- a.) For the subject of an email you must keep it short and capitalize the first word and every main word. For example: "The Meeting is Next Thursday"
- b.) If you know who you are addressing you always start an email with, "Dear ____". However, if you do not know who you are addressing you start with, "To whom it may concern"
- c.) When writing an email, unless it is to a very close friend or family member, you must write formally. Refer to Unit 17 to see some good formal verbs to use.
- d.) You can end an email in English with many words. Here are some examples:
 - Regards
 - Best
 - Thank you
 - All the best

Letters



- In the written portion of a letter it follows the same exact rules as an email but without the subject. So, you start with "Dear____" or "To whom it may concern" you write formally throughout and then you end it with one of the examples in the previous page.
- You then take your note, fold it and put it into an envelope.
- There are a few things that you must always remember when you are addressing an envelope:
 - a. The Return Address
 - b. The Actual Address
 - c. A Stamp
 - a.) The return address. goes in the top left corner on the back of the envelope and includes the sender's name, then the name of their street and their number, then their city, state (province, region, etc.), and their Zip code.
 - b.) The actual address is for who you are sending the letter to and it written in the center of the back of the letter and follows the same format as the return address.
 - c.) You must put the amount of stamps that correspond to how far the letter is going.

Examples

Email:

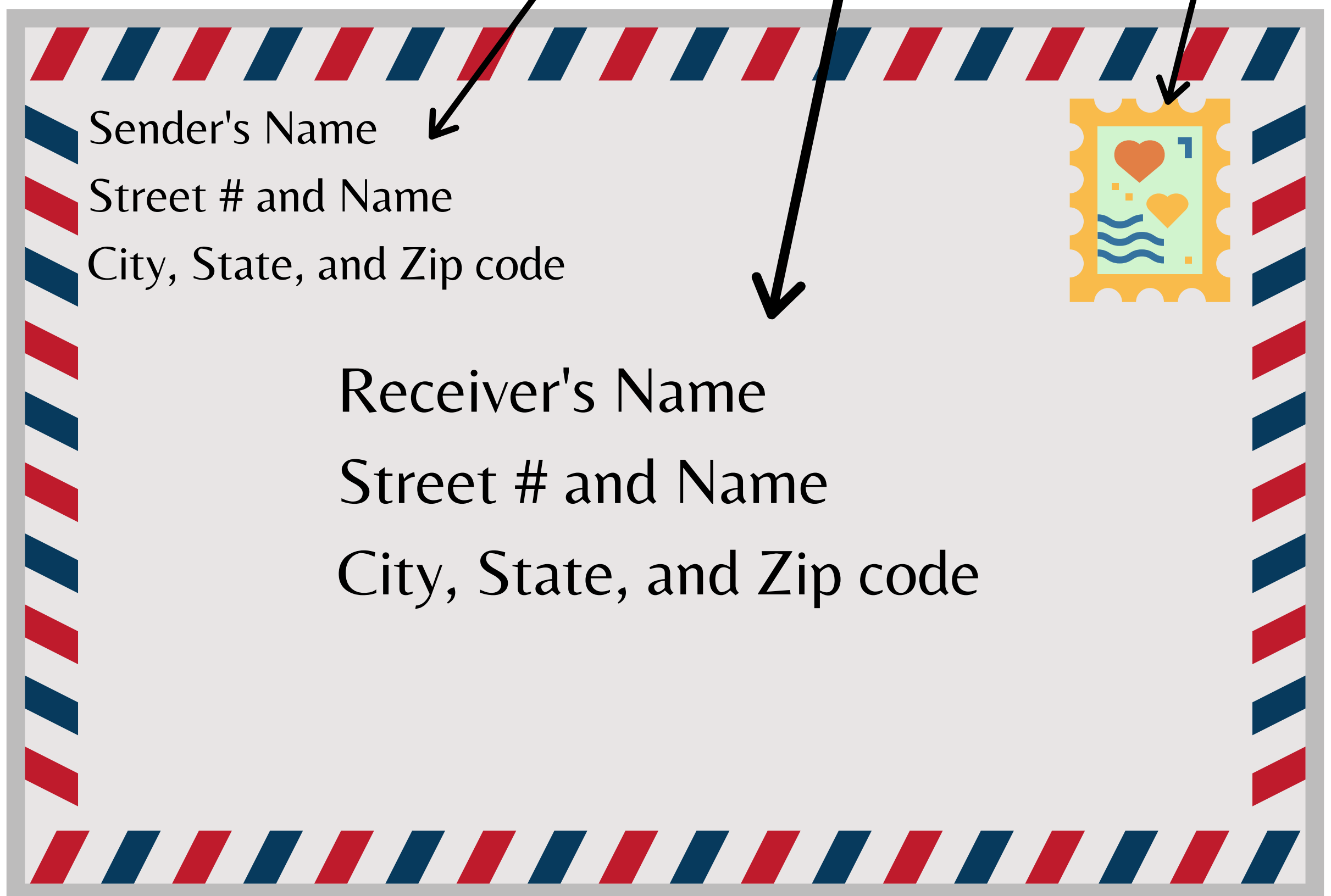
Subject: Thank You for the Flowers

Dear Madeleine,
Dear Madeleine,

Thank you so much for the nice flowers you sent me and
Thank you so much for the nice flowers you sent me and
the sweet birthday note. I hope you are well and that I see
the sweet birthday note. I hope you are well and that I see
you soon.
you soon.

Best,
Best,
John
John

Letter:



EXERCISE

Please write your own letter:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.


EXERCISE

Please write your own Email:




AUDIO EXERCISE

Listening comprehension! Please choose the appropriate answers to the following questions:

- 
1. Who is Vikki writing to?
 - a. Peter
 - b. Baer
 - c. Maryam
 - d. None of the above
 2. Why is she writing the letter?
 - a. To rent an Apartment
 - b. To tell her employee something
 - c. To update a friend
 - d. To invite someone to dinner
 3. How did Vikki end the letter?
 - a. Cordially
 - b. Best
 - c. Thank you
 - d. Regards
 4. Why does Vikki want to visit?
 - a. To say hello
 - b. To eat dinner
 - c. She needs to speak in private
 - d. To see if she will like it

FRIEND EXERCISE



For this friend exercise you and your friend must each write a short email and a short letter and address it to your friend.

Then you should each switch emails and letters, read them, and come up with a response.

Then you switch back and read the reply.

Get creative and try to be encouraging to each other in the letter!

Good luck!

Have fun!

FRIEND EXERCISE

You may use this paper for the exercise.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.