

Writing skills practice: An informal email – answers
Answers to An informal email – exercises
Preparation

you should ...	you shouldn't ...
read the question/task carefully. use contractions. sound 'chatty' like you're talking to a friend.	miss out any of the necessary information. use a formal beginning and ending. write more than the word limit.

1. Check your understanding: multiple choice

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|------|------|
| 1. b | 4. f |
| 2. c | 5. b |
| 3. c | 6. b |

2. Check your writing: matching

- | | |
|------|------|
| 1. d | 4. e |
| 2. c | 5. b |
| 3. a | |

3. Check your writing: error correction

- | | |
|---|---|
| 1. Hi Chris, | 4. If I were you, I would find an Italian to practise with. |
| 2. Great to hear from you! OR It's great to hear from you! | 5. You should read some books in Italian as well. |
| 3. Thanks for your email. OR Thanks for the email. | 6. I'm really looking forward to seeing you! |