

Date

T: write a formal and an informal email

Task 1 - Write an informal email

You are going to write an informal email to a friend, explaining what you are going to be doing over Christmas.

You need to:

- begin your email with 'Hi'
- use slang e.g. cool, wicked
- use contractions e.g. I'm, we're
- use 'emoticons' e.g. 😊
- include spelling mistakes and 'text-speak'

Task 2 - Write a formal email

You are going to write a formal email to the local MP, arguing that there should no cuts in the money given to our school by the government.

You need to include:

- begin your email with 'Dear (MP's name)
- introduce yourself in the first paragraph (say who you are and why you are writing the email)
- use formal language e.g. connectives for reasons, such as 'hence', 'therefore' and comparing 'whereas', 'in fact'.
- NOT include slang, emoticons, spelling mistakes or 'text-speak'