Writing letters and emails in English

**Put the expressions in the right column:**

|  |  |
| --- | --- |
| Opening a letter / email | Closing a letter / email |
| Hi Ali, | Bye |

~~Hi Ali~~

Yours faithfully

Yours sincerely

Dear Anna

Best wishes

~~Bye~~

See you soon

Dear Sir/Madam

Take care

Dear Mrs Smith

Best regards

See you next weekend

**Cross out the wrong answers:**

When you write a letter or email to someone, it is important that you think / do not think about the person you write to.

* Is it someone you know well? Then you will write a(n) formal / informal / neutral style email.
* Is it someone you do not know at all? Then you will write a(n) formal / informal / neutral style email.
* Is it someone you know, but not that well? Then you will write a(n) formal / informal / neutral style email.

Now decide if the sentences are formal (F), informal (I) or neutral (N). Write a ‘F’, ‘I’ or ‘N’ behind the sentences.