



University Centre Abdelhafid Boussouf E-learning Centre



English – Level 3

Lesson 05

Writing and Usage of Informal E-mails

<i>Pedagogical Staff</i>			
<i>Name</i>	<i>Grade</i>	<i>Institute</i>	<i>E-mail Address</i>
<i>Djalal Mansour</i>	<i>MCA</i>	<i>Letters and Languages</i>	<i>Djalal.mansour@centre-univ-mila.dz</i>
<i>Ghada Boucharef</i>		<i>Letters and Languages</i>	<i>ghada.boucharef@gmail.com</i>

<i>Students Concerned- Semester 6 -</i>			
<i>Institute</i>	<i>Department</i>	<i>Year</i>	<i>Speciality</i>
<i>Letters and Languages</i>	<i>-Foreign Languages</i>	<i>Licentiate 3</i>	<i>French</i>
<i>Economic Sciences</i>	<i>-Economic Sciences -Commercial Sciences -Management Sciences</i>	<i>Licentiate 3</i>	<i>All specialities</i>

Objectives of the Lesson

- This lesson is intended to teach students how to write informal e-mails and to whom this type of e-mails is addressed.

Writing and Usage of Informal E-mails

Writing e-mails becomes essential in this electronic age. While internet is easily accessed, most communications are performed online. Unlike social media e-mails are in the form of ordinary letters. However, writing e-mails differs in terms of the type of recipient and the subject matter. While there are e-mails written to friends and family members, others are written to teachers, bosses and foreigners. In this lesson you are going to learn how to write e-mails to friends, close friends and family members. These e-mails are known as ‘**informal e-mails**’.

- Writing any e-mail requires three stages: **The opening stage, the body and the closing stage**. Below are explanations and examples for each stage:

1. **The opening stage**: starting any e-mails requires an expression of greeting/salutation. Informal e-mails start with one of these expressions (*Hey, Hello and Hi*), then the name of the person with a comma after **e.g.**: *Hi George, Hello Selma,*. No salutation in e-mails means it is very informal and it is rarely used in writing e-mails. There is another introductory expression after salutation which is asking about the person.

e.g.: How are you? How is it going? Long time no see? I hope you're well.

2. **The body paragraph**: contain things you want to inform about. The paragraph within the e-mail can be about an invitation, an apology, some news, asking for help... etc.

e.g.: We are having a birthday party, would you like to join us... (Invitation)

Just wanted to apologize for... (An apology)

Listen did I tell you about... (News)

I was wondering if you could do me a favor... (Request)

3. **The closing stage**: in this stage you provide a simple expression to mark up the end of the e-mail. This expression can be one of the following: Best wishes, regards, best, love, thanks, take care.

Note: when writing informal e-mails, the writer uses informal language i.e. he/she can use phrasal verbs like (catch up, meet up), and contractions like (I'm, haven't, I won't, I'd...etc).

- ***Example of an informal e-mail:***

Hi Samir,

I hope you're fine

I'm writing to ask if you heard that our friend Nasim has been accepted to study at the University of Istanbul. Do you mind if we prepare a party to celebrate his success? If you do, please reply to me asap= as soon as possible.

Thanks.
