



1º Licenciado en Traducción e Interpretación (Francés)  
Curso 2008-2009  
*Lengua C I (Inglés)*. Código 00EM  
Lecturer: Dr. Raquel Criado Sánchez

UNIVERSIDAD DE  
MURCIA



## SEMINAR 2: *INFORMAL LETTERS*

Adapted from O'Neil, R., Duchworth, M. & Gude, K. (1987).  
*Success at First Certificate. New Edition*. Oxford: Oxford  
University Press



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# STRUCTURE OF INFORMAL LETTERS

Address

Beginning

Paragraphs

Ending



## Some tips for writing an informal letter in English:



- Think about the layout of your letter.
- Paragraph 1: Introduction. The following are some useful phrases for introductions to informal letters:
  - I'm sorry I haven't written for so long, but...*
  - It was good to hear...*
  - Thank you very much for your letter...*
- Paragraph 2: The reason for your letter:
  - I'm writing because...*
- Paragraph 3: Additional information – here give any news about yourself and what you have been doing.
- Paragraph 4: Conclusion. The following are some useful phrases for conclusions to informal letters:
  - I'm looking forward to seeing you/hearing from you (soon).*
  - (Do) Keep in touch.*
  - Give my love/regards to...*
- Ending:
  - Regards, Warmest regards, (With) Best wishes, All the best, (With) Love, All my love, Lots of love, xx*



## **INFORMAL LETTERS**

Write an informal letter following the instructions above.

Pay attention to punctuation!

Space between the lines: 2 cm

Word-limit: 175

**Deadline: 18th March 2009**