

The Greeting

- *Hey Jane,*
- *Hi Jane,*
- *Hello Jane,*

Don't forget to use a comma.

Opening Paragraph

- *ask how your friend is*
- *thank them for their letter*
- *apologise for not responding sooner.*

This paragraph doesn't depend on the question. This paragraph never needs to change.

- *How're you? (stress the fact contractions are a part of informal writing)*
- *How's life?*
- *How have you been lately?*

- *Thanks for your letter. I was over the moon when it arrived*
- *Thank you so much for your letter, it was great to hear from you after so long.*

- *I'm sorry I haven't written for so long, I've been really busy.*
- *I'm sorry it's taken me so long to reply. I've been up to my eyeballs in revision.*

Paragraph two

Answer the question asked by your "English speaking penfriend"

This is part of a letter you receive from your penfriend James:

In your next letter, please tell me about the music you like.

What's your favourite kind of music? Do you play an instrument?

You asked me what _____ . I'm really
keen on _____ because it's really _____ not to mention
_____ . You also asked me if I _____ .

Well, I've been _____ the _____ for _____ years now. It
isn't _____ but I love it.

Paragraph 3

- *say you hope you've answered your friends questions*
- *say you have to go and give a reason for leaving*
- *ask your friend to write back/suggest meeting*

This paragraph doesn't depend on the question. This paragraph never needs to change.

- *I hope I've answered you questions.*
- *Did my answers help you?*

- *I've got to go now. I've got an exam tomorrow and these books won't study them selves.*
- *Sorry, I have to stop writing now. My mum needs a hand with the shopping.*

- *Write back soon.*
- *We should meet up soon, it's been too long.*

The sign off

Without this part you will lose points for organisation and it's as important as the greeting.

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- *Lots of love*
- *See you later*
- *Take care*

YOUR NAME

Example

Hey James,

What's up? Cheers for your letter, I was over the moon when it arrived. I'm sorry it's taken me ages to reply. I've been up to my eyeballs in revision.

You asked me what music I like. I'm keen on rock music because it's really exciting and fun to listen to. You also asked me if I play an instrument. Well, I've been playing the triangle for seven years. It isn't very glamorous but I love it.

I hope I've answered your questions. I have to go. The bus arrives soon and I'll be late if I miss it. We should meet up soon.

See you later

Harry