

- Hi John,
- Hello John,
- Dear John,

### First Paragraph

- It's nice / great / good to hear from you.
- It's nice / great / good to read your email.
- I'm glad to hear your news.
- I'm excited about... (your news.)
- It's great to hear that...
- I'm sorry to hear that...
- I'm really sorry to read your news.
- It was good to receive your email.

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++++ Hope you are doing well.

- How's it going?
- How are you (doing)?
- How are things (going)?

### Paragraph 2 and 3

... and... : to connect two similar things or ideas.

*I love reading **and** listening to music.*

*My favourite meal is fish **and** chips.*

..., **but**... : to connect two contrasting ideas.

*I love watching Tv, **but** I don't have a favourite show.*

*I am reading a book, **but** I don't remember the title.*

• **However**, ... : to connect contrasting ideas.

*Last month, I went to the cinema. **However**, I didn't enjoy the movie.*

*I am a very big fan of this author. **However**, I haven't read his last novel.*

• **Moreover**, ... : to add more information about something.

• ... **because** ... : to justify an opinion or idea.

*My mum is the perfect cook **because** she knows a lot of recipes and has plenty of experience. **Moreover**, she experiments with different ingredients all the time.*

• **Because of that**, ... : to justify an opinion, fact or idea.

*My mum likes to cook using new ingredients all the time. **Because of that**, she creates original dishes every month.*

• **As for**.../ **Regarding**... : to switch to a new topic. For instance, you can use this connector to start the second main paragraph.

***As for/Regarding** why I like this cookery show, I think it's because it's a great way to see new recipes.*

• Time linkers: **then**, **after that**, **yesterday**, **this morning**, **last summer**, **etc**.

***Last night**, I watched a very good action film.*

With many connectors, we typically use a comma (,) after it when we start a sentence (e.g.: *However*, *Last night*, *Moreover*, etc.).

### Closing paragraph

*Well, it's time to say goodbye.*

- Anyway, I have to go now.
- I really hope to hear from you soon.
- I'm looking forward to hearing from you.
- I hope you write back soon.

## ***Saying Goodbye***

- *Best wishes,*
- *Best,*
- *Sincerely,*
- *Take care,*
- *All my love,*
- *Love,*
- *Lots of love,*
- *See you soon,*
- *Regards,*