Answers to An informal email – exercises

Preparation

<table>
<thead>
<tr>
<th>you should …</th>
<th>you shouldn’t …</th>
</tr>
</thead>
<tbody>
<tr>
<td>read the question/task carefully.</td>
<td>miss out any of the necessary information.</td>
</tr>
<tr>
<td>use contractions.</td>
<td>use a formal beginning and ending.</td>
</tr>
<tr>
<td>sound ‘chatty’ like you’re talking to a friend.</td>
<td>write more than the word limit.</td>
</tr>
</tbody>
</table>

1. Check your understanding: multiple choice

1. b  
2. c  
3. c  
4. f  
5. b  
6. b

2. Check your writing: matching

1. d  
2. c  
3. a  
4. e  
5. b

3. Check your writing: error correction

1. Hi Chris,  
2. Great to hear from you! OR It's great to hear from you!  
3. Thanks for your email. OR Thanks for the email.  
4. If I were you, I would find an Italian to practise with.  
5. You should read some books in Italian as well.  
6. I’m really looking forward to seeing you!