

Lecture Fourteen: Basic Writing Tasks: Informal Emails and Notes

By the end of this lecture, students will be able to:

- write simple informal emails.
- compose short notes for everyday purposes.
- use appropriate greetings, structure, and closing phrases.

1- Informal Emails

An informal email is a type of email that's characterized by a relaxed tone, personal touch, and the absence of stringent structure. It is clear and conversational, and it includes emojis and personal anecdotes.

An Informal email example

Hey [coworker's name],

Your email totally came in handy! The hiking spot you mentioned sounds just like the adventure I need. Count me in! And thanks for thinking of me; it means a lot.

Looking forward to it!

Best,

[your name]

2-Notes:

When writing *notes* or messages:

- Write time and day or date if it is important.
- Emphasize the important words by using capital letters, underlining or other marking, as well as punctuation.
- Leave out unnecessary words if you wish. Full sentences are not necessary, especially in notes written to friends and family members.
- Use dashes instead of full stops, commas, and even question marks if you wish. However, question marks are sometimes necessary to make your meaning clear.
- End in any way you like. Formal endings are not necessary. Usually your name is enough.

A Note example

GABRIELLE. Thurs. 11 am

Guess who's in town? Staying
at Dad's - ring me after 5
if you can (263907) Come to
dinner Sat night ??

Love
Kerry.

Practice 1: Look at the notes below. For each one discuss these questions:

1-When was it written? Is the time of writing important?

2-Where might you find it? Why do you think that?

3-What is its main purpose? How did the writer help make this clear?

4- What is the relationship between the writer and the reader? How do you know?

Sue,
Going out to dinner
tonight (again). May be
"home" about 5pm to
change.
Jill (Thursday)

Wed 11-30 am
Luke Johnston
Mark / called. Ring
him tonight between
9 and 10 — IMPORTANT
Ian

Practice 2: Write a note of what you intend to do tomorrow.

Practice 3: Write an email to your classmate inquiring her / him about last lecture's topic.

References

Brown, K., & Hood, S. (1989). Writing matters: Writing skills and strategies for students of English. Cambridge University Press.

<https://nerdyjoe.com/blog/informal-email/>