



Worksheet number (7) / Unit One

Name :

Subject:

Writing

Class:

10th Grade

Date:

/ Sep/2025

Learning Objective: Students should be able to be familiar with the new usage.



Writing A Letter or Email



Informal

Opening formula

- Hello/ Hi + name
- Dear + name
- Hi there!

Starting your letter / email

- Thanks for your letter/ email.
- Thanks for writing to me.
- It was great to hear from you again.
- I am writing to tell you about ...
- Guess what?
- How are things with you? What's up?/ How are you?/ How was your holiday?
- I'm sorry I haven't written for a while ...



Final remarks

- Hope to hear from you soon.
- Looking forward to seeing you/ hearing from you.
- I can't wait to meet up soon.
- Write back soon.

Closing formula

- Best wishes.
- Love.
- All the best.
- Xoxo
- Keep in touch.



writing to a friend

opening:

informal

Hi James, / Hello James, / Hey James,

It's been ages since we last spoke / Sorry for not being in touch for so long

How are you? / How's life treating you? / How's life? / How are things?

Any news? / Anything strange? / What are you up to these days?

expressing thanks

Thanks a million for ... / Thanks a lot for ... / Cheers for ... / I really appreciate it

giving news

Guess what. I've ... / I've got some good news / Great news James, I've ...

Unfortunately, I've got bad news / I'm afraid I have some bad news / Bad news James, ...

responding to news

I'm so happy for you / That's fantastic news / I was delighted to hear that ...

I'm glad to hear that you ... / I'm thrilled for you / What great news! / Congrats!

Sorry to hear that / That's awful news / Poor you / Is there anything I can do?

offering, accepting and declining an invitation

I'd love for you to come to ... / Have you any plans for ... ? / 1st July, save the date!

Do you fancy ... ? / Fancy coming to ... ? / Would you like to ... ?

I'd love to! / Count me in / I'll be there / I wouldn't miss it for the world

I'm afraid I can't / Count me out / I wish I could but ... / I'll take a rain check

offering advice and making suggestions

If I were you, I'd ... / If I were in your shoes, I'd ... / You should ... / You simply have to ...

Why don't you ... ? / Have you thought about ... ? / What about ... ? / How about ... ?

I'd recommend that you ... / I'd suggest that you ... / The best thing to do is ...

closing

Well, that's all for now / I'd better get back to work here / I must go /

Do write soon / Hope to hear from you soon / Can't wait to ... / Looking forward to ...

Pass on my regards to your family / Give my love to ... / Tell Anna I was asking for her

Take care / All the best / All my love / Lots of love / Love

- This is part of a letter you receive from a British friend.

I went to a great restaurant with my family last night.
Which do you prefer: eating at home or in restaurants?
Tell me about your favourite place to eat.

- Now write a letter to your friend.
- Write your **letter** on your answer sheet.

Greeting — *Dear Lily,*

Opening p. — *Thanks a lot for writing! It's great to hear from you.*

Main p. 1 — *Regarding your question, I must admit that I very much prefer eating in a restaurant. Having lunch or dinner at home is fine, **but** it's more convenient to have something in a restaurant, **because** you don't have to wash up.*

Main p. 2 — *As for my favourite place, it's a Mexican place near my house. I love Mexican food because it's hot and spicy, and this place has really nice waiters.*

Closing p. — *I gotta go now, but tell me about your favourite bar or restaurant in your next email.*

Goodbye — *Sincerely,*

Q1: Write an informal letter or email to your friend...

EMAIL

From: Sam

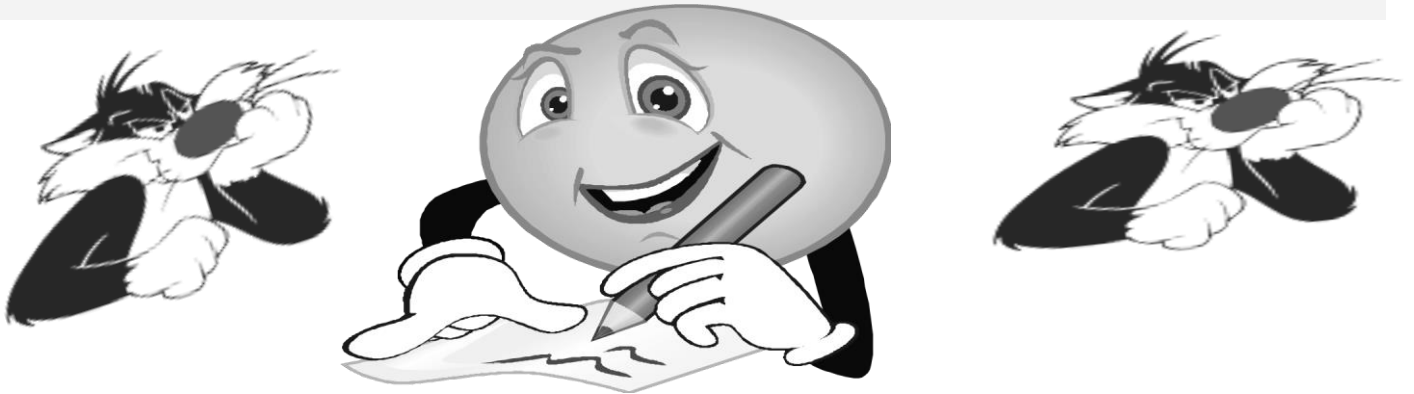
Subject: Help!

Hi!

I'm having problems at home with my parents. They want me to stay at home and study all the time. They are keen for me to get good marks so I can go to university in the future. I think I do plenty of work at school, and I always do my homework. Instead of extra classes, I would rather spend some time with my friends. I'm not even sure I want to go to university! Can you give me some advice?

Write soon,

Sam



Hi,

Guess what? My niece Tara has come to stay for the summer and she's incredibly annoying! She's three years younger than me, but she's so childish! She's always singing silly songs or taking to me when I'm busy! I know she's only trying to be friendly, but she's driving me crazy! What should I do?

Any ideas?

Write soon

Skyler.

Writing Organizer - Informal Letter Plan



Writer's Address

Street

Town

Postcode

Date

Name or Title

Dear

Introduction

Body of the Letter

Conclusion

Salutation

Your Name

English Department...

Teacher:

Rania Yousef AL- Masry

