



Worksheet #2

Name :

Subject:

English- Write an Informal Email

Class:

Grade 8/9

Date:

25/10/2025

Objective:

Students will learn how to write a well-organized informal email using correct structure, friendly tone, and accurate past tense forms to describe personal experiences clearly.

Informal Email Writing – Step-by-Step Guide

What is an Informal Email?

An **informal email** is a message you send to someone you know well — a **friend, classmate, or family member**.

It's written in a **friendly, personal, and natural** way (not too formal or academic).

Use it to **share news, describe an experience, or reply** to a friend's message.

Structure of an Informal Email (6 Simple Steps)

Step 1: Write a Subject Line

The subject line tells the reader what your email is about.
Keep it **short and clear**.

Examples:

- *My Amazing Weekend!*
- *Trip to Aqaba!*
- *Great News!*

Step 2: Greeting (Say Hello)

Use **friendly greetings** instead of formal ones.

Examples:

- *Hi Rania,*
- *Hey Omar,*
- *Hello Sarah,*

Don't write *Dear Sir / Madam* (too formal).

Step 3: Opening Line (Start the Conversation)

Begin with a short, friendly introduction. You can:

- Ask about your friend's life.
- Thank them for their last email.
- Explain why you're writing.

Examples:

- *How have you been?*
 - *Thanks for your email — it was great to hear from you!*
 - *I just wanted to tell you about my weekend.*
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Step 4: Main Body (Tell Your Story)

This is the **main part** of your email — usually **2 paragraphs**.

Describe **what happened, when, where, who was with you, and how you felt**.

Language Tips:

- Use **past simple** for completed actions:
 - *I went to the beach. / We had lunch together.*
- Use **past continuous** for background actions:
 - *It was raining while we were walking.*
- Use **linking words**: *and, but, so, because, while, when*
- Use **adjectives** to describe: *amazing, beautiful, funny, exciting, boring*

Example sentences:

- *Last weekend, I went to Jerash with my family.*
 - *The weather was sunny, and everyone was happy.*
 - *While we were walking around, I took lots of pictures.*
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Step 5: Closing Line (End the Email)

Finish your email in a friendly way.

Examples:

- *Write back soon!*

- *Hope to see you soon!*
 - *Take care!*
-

Step 6: Signature (Your Name)

Example:

With Love,

Haneen

If You Are Replying to an Email

When you are writing a **reply** to a friend:

1. Start by **thanking them** or **reacting** to what they said.
 - *Thanks for your email! / I'm so happy you had fun!*
 2. **Answer their questions** or comment on their news.
 - *You asked about my weekend — it was amazing!*
 3. **Share your own news or experience.**
 4. **Ask a question back** to keep the conversation friendly.
 - *What about you? / Have you ever been there?*
 5. **End with a warm closing line.**
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Useful Language for Informal Emails

Purpose	Useful Expressions
Starting	Hi... / Hey... / How are you? / It was great to hear from you!
Showing excitement	You won't believe what happened! / Guess what! / It was amazing!
Giving details	Last weekend... / While we were... / After that... / In the evening...
Linking ideas	and / but / because / so / when / while / after / before
Ending	Hope to see you soon! / Write back soon! / Take care! / See you!

Model Email (Around 130 words)

Hi Adam,

How are you? I wanted to tell you about my weekend at the Dead Sea. I went there with my family, and we stayed in a small hotel near the beach. The weather was sunny and warm, and the water was so salty that we could float easily!

On Saturday morning, we swam for hours, and while we were relaxing, we saw a group of colorful birds flying over the water. In the evening, we watched the sunset — it was breathtaking! Later, we had dinner together and laughed a lot.

It was one of the best weekends I've ever had. What did you do last weekend?

See you soon,

Abeer

Your Task: Write Your Own Informal Email

Write an informal email (100–120 words) to a friend about a fun or interesting experience you recently had.

You may also choose to **reply** to a friend's message telling them about their trip or activity.

[illegible]

