Write an Email: Formal and Informal

B1-PLUS · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best phrase.

Choose the phrase that fits the register.

1. Formal greeting:
   Choices: Dear Mr. Lopez, / Hey Lopez, / Yo,

   Answer: _____

2. Informal request:
   Choices: Can you send me the file? / I would be grateful if you could send the file. / You shall send the file.

   Answer: _____

3. Formal request:
   Choices: I would be grateful if you could send me the report by Friday. / Send me the report by Friday! / Report Friday, thanks.

   Answer: _____

4. Formal closing:
   Choices: Kind regards, / Cheers! / See ya!

   Answer: _____

2. Complete the email.

Write one word.

1. Dear Ms. Reyes, I am ___ to enquire about the course.

2. I would be ___ if you could send me more information.

3. Hi Sam, ___ you send me the notes?

4. Kind ___,

3. Your emails.

Write the same request in two registers.

3. Your emails. (continued)

1. Write a formal email opening and request.

2. Write an informal email opening and request.

3. Write both closings.