



English-Center.gr

Tips for writing

Write a friendly email:

- Greet your friend and tell him/her why you are writing.

Useful expressions and plan:

Dear.....,

Greeting

- Hello! How are you? /How is everything going?
- I was really glad to get your email/letter.
- It was great to read all your news.
- Sorry, I haven't written back sooner but I was terribly busy.

Reasons for writing

- I'm writing to.....
- Well, you want me to tell you about..., so I'm writing to give you some tips/ideas/suggestions/solutions....

Example

Dear Mary,

Hello! How are you? It was great to hear all your news. I'm writing to (tell you my news/ give you some advice/suggest youetc)

Main body

- Develop the reasons for writing more specifically (according to the topic of our friend's letter).
Useful expressions:
 - Actually I would like to tell you about....
 - It would be a great idea if you ...(could come to visit me next weekend).
 - Also, for example, you can ...(join a gym to lose weight).
 - Another good idea is to
 - Why don't you try (-ing)
 - I really hope (to help you...)
 - I'm so glad that you....

Conclusion

We use closing remarks to finish off our letter/email.

Useful expressions:

- I really hope(to help you a great deal).
- That's all for now.
- Anyway I have to go now.
- Write back and tell me.....
- Drop me a line when you have the chance.

Add a final expression and your name.

- Best wishes/Take care/Bye for now/Kisses/Yours,
Bill

Good Luck

Write a formal email/letter (applying for a job):

- Greet the person you are writing to and tell him/her the reason for writing.
Useful expressions and plan:

Dear Mr. Smith/Sir/madam,

- I am writing to apply for the position of.....advertised in (yesterday's)..... .
- I am writing with regard to your advertisement for the position of.....

Main body

Add all the necessary information

Age/qualifications/studies

Personal qualities/previous experience

- I am a (24)- year- old student.....
- I have been studying as a.....for the last ... years.
- I have been working as....for the last...years.
- I consider myself to be (a hardworking and reliable) person.
- I think I am a suitable person for this job as I am (punctual...).

Conclusion

- I Enclose my CV and a reference letter from my previous employer.
- I will be available for an interview whenever is suitable for you.
- Should you require any further information please contact me on 33334567(your phone number).
- I look forward to hearing from you as soon as possible.

Sign off

Yours sincerely, (if the name is referred to e.g., Dear Mr. Smith,)

Yours faithfully, (if the name isn't referred to e.g., (Dear Sir/Madam,)

Add your full name

e.g. Yours sincerely,

Siopi Athanasia

Good Luck