



1. Click printer icon (top right or center bottom).
2. Change "destination"/printer to "**Save as PDF.**"
3. Click "Save."



RW12. Writing an Informal Email

Student Name: _____ Student ID Number: _____

Instructor: _____ Level: _____ Date: _____

For media links in this activity, visit [the LLC ESL Tutoring website for Upper Level SDLAs](#). Find your SDLA number to see all the resources to finish your SDLA.

Section 1: Email Vocabulary

Part 1: Use an online dictionary such as an ESL dictionary like www.ldoceonline.com or the [Urban Dictionary](#) to look up the following words and pronunciation. Match the terms on the left with the correct definitions on the right.

- | | |
|-------------------------|---|
| 1. spam _____ | A. a combination of symbols, e.g. :) used in an email to express a particular emotion |
| 2. attachment _____ | B. a file, e.g. a document, photo, or computer program, which joined to an email is |
| 3. read receipt _____ | C. a formal statement saying that you are not legally responsible for something |
| 4. emoji/emoticon _____ | D. an angry email |
| 5. disclaimer _____ | E. confirmation that you have read something |
| 6. message thread _____ | F. the history of correspondence |
| 7. flame mail _____ | G. unwanted emails, usually advertisements |
| 8. correspondence _____ | H. writing letters or emails |

Part 2: Based on the vocabulary above, identify examples of each. Write the number of the vocabulary word next to its example.

____ Example 1) Abdel added a Word document file to the email he sent his boss.

____ Example 2) I found Chun Hua crying in the bathroom because Abbie sent her an email saying mean things about Asians using all capital letters.

____ Example 3)



____ Example 4) My supervisor always knows if I have received and read her email or not.





English Self-Directed Learning Activities

Language Learning Center 77-1005, *Passport Rewards*

RW12. Writing an Informal Email

____ Example 5) I searched Google for tennis shoes and now I have tons of emails from companies trying to sell me shoes.

____ Example 6) This quote does not imply entering into a contract.

BetterCloud Tutorials <tutorials@bettercloudmonitor.com> 6:15 PM (0 minutes ago) ☆ Reply

to me

----- Forwarded message -----
From: BetterCloud Tutorials <tutorials@bettercloudmonitor.com>
Date: Wed, Oct 19, 2016 at 6:14 PM
Subject: Re: Forwarding emails
To: Tutorials Account <tutorials@bettercloudmonitor.com>

If only there was a better way...

On Wed, Oct 19, 2016 at 6:14 PM, BetterCloud Tutorials <tutorials@bettercloudmonitor.com> wrote:
 Do you know of a way to clean it up and make it easier to read?

On Wed, Oct 19, 2016 at 6:14 PM, BetterCloud Tutorials <tutorials@bettercloudmonitor.com> wrote:
 If only there was a better way to read forwarded emails.

On Wed, Oct 19, 2016 at 6:13 PM, BetterCloud Tutorials <tutorials@bettercloudmonitor.com> wrote:
 I personally find it a bit confusing and difficult to read.

On Wed, Oct 19, 2016 at 6:13 PM, BetterCloud Tutorials <tutorials@bettercloudmonitor.com> wrote:
 Let me know if you have a hard time reading it.

On Wed, Oct 19, 2016 at 6:13 PM, BetterCloud Tutorials <tutorials@bettercloudmonitor.com> wrote:
 I'm going to forward this email thread to you.

____ Example 7)

Section 2: Example Informal Email

Fill in the blanks for the email below. Look up any words or phrases you don't understand.

Use the following words to fill in the blanks.

friend
corner

6:00-ish
throwing

gate
Hey

get together
grilling

reply

BBQ

Email #1



Subject: Barbecue Party invite

____ Jackson,

Let's celebrate summer and _____
 for some _____. Wanda and I are _____ a
 party in our backyard this Friday (the 11th); you should
 come. It starts at _____.

We are _____ hamburgers and providing dessert. It is BYOD (bring your own drink), but remember my children will be there.

Revised on 11/18/2021





I'm sure you remember that we have the blue house on the _____ of Main Street and Fourth Avenue. Go through the _____ to the back of the house when you arrive.

Hit _____ to let me know if you are coming and if you are bringing a _____. Wyatt

Section 3: Informal Email

[Watch the video about how to write an informal email.](#) Answer the following True or False questions based on the video. Write **T** or **F** in the space. Be prepared to explain your answer to the tutor.

1. _____ Subject lines are not necessary for informal emails.
2. _____ Informal emails are just like text messages.
3. _____ Informal emails should be long and detailed unlike Voice Mail.
4. _____ Informal greetings can use colons (:) or semi-colons (;) at the end.
5. _____ You can close any informal email with "Hugs," or "Love,".
6. _____ Even in informal emails with multiple replies, you cannot skip the greeting, closing or signature.

Section 4: Writing and Speaking

Part 1: Even with informal emails, there are expected ways of formatting it (how it looks). [Watch the video about how to format an email](#) before you create your own email.

For each word or phrase below, add a note from the video to help you remember what it means.

- ☐ Subject: _____
- ☐ Salutation: _____
- ☐ Body: _____
- ☐ Closing: _____
- ☐ Signature: _____
- ☐ Signature Block: _____
- ☐ Capitalization: _____
- ☐ Empty Lines: _____





English Self-Directed Learning Activities

Language Learning Center 77-1005, *Passport Rewards*

RW12. Writing an Informal Email





Part 2: Time to practice writing an informal email. Imagine that you are having a party and inviting a friend to it. Make sure to include all the pieces from Part 1. It doesn't need to be long.





Section 5: What Did I Learn

Complete this table BEFORE meeting with a tutor.

Communication Skill	I can't do this YET. 	I can do this WITH help. 	I can do this WITHOUT help. 	I can TEACH this to a classmate. 
I can identify common email vocabulary.				
I can recognize the parts of an informal email.				
I can write a properly formatted informal email.				

Here are some words/phrases I need to practice.

--

Good Job!

Now make an appointment

with a tutor on the LLC ESL Tutoring Website




(www.mtsac.edu/llc/passportrewards/llctutoring).



**Section 6: Practice with a Tutor!**

Meet with a tutor and share this activity with the tutor. You will review this SDLA with the tutor. You may also ask the tutor any questions that you might have.

Grading Rubric

Possible Points	Need Practice  (0-1 Point)	Good Job  (2-3 Points)	Excellent Work  (4-5 Points)
Content	Not enough information provided in responses and often does not use correct vocabulary.	Provides most important information in responses and some of the time uses correct vocabulary.	Provides all necessary information in responses and most of the time uses correct vocabulary.
Skill: Speaking	More than 6 mistakes saying words; needs guessing more than 3 times.	Not more than 5 mistakes saying words; needs guessing on 1-2 words or sentences.	Not more than 2 mistakes saying words; needs no guess about meaning.
Oral Fluency	Speaks mostly in phrases, individual words; many pauses.	Sometimes speaks in complete sentences; several pauses.	Speaks in complete sentences; a couple pauses okay.

*Students must receive at least 10 points to move on

Possible Points: _____ / 15

Tutor Comments:

☐ **Congratulations! Keep going.**

You have successfully completed this SDLA and are ready to continue to the next.

☐ **Work on this more.**

You have not yet mastered this SDLA. It is recommended that you complete it again.

Tutor Signature: _____

Date: _____

