

WRITING A FRIENDLY LETTER /EMAIL

The content of a letter or email that you write will depend on whom you are writing to and what the purpose of the communication is.

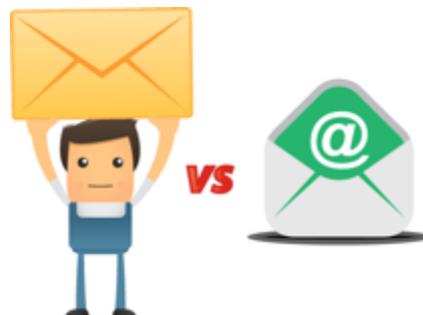
A friendly letter or email is generally written to a person that we know. It is not too formal, and has a tone of friendliness and familiarity.

When writing a letter or email to someone that you know, remember to follow the basic rules of writing, even if you know the person well. Take the time to write the letter or email with thoughtfulness and care.



Writing a Friendly Letter

Although the art of writing letters seems to be less popular these days, especially with the growth in the use of emails, there are still times when a letter is appropriate.



A friendly letter is used to communicate with people that you know well, so the content of the letter is usually personal. A friendly letter is less formal than a business letter.

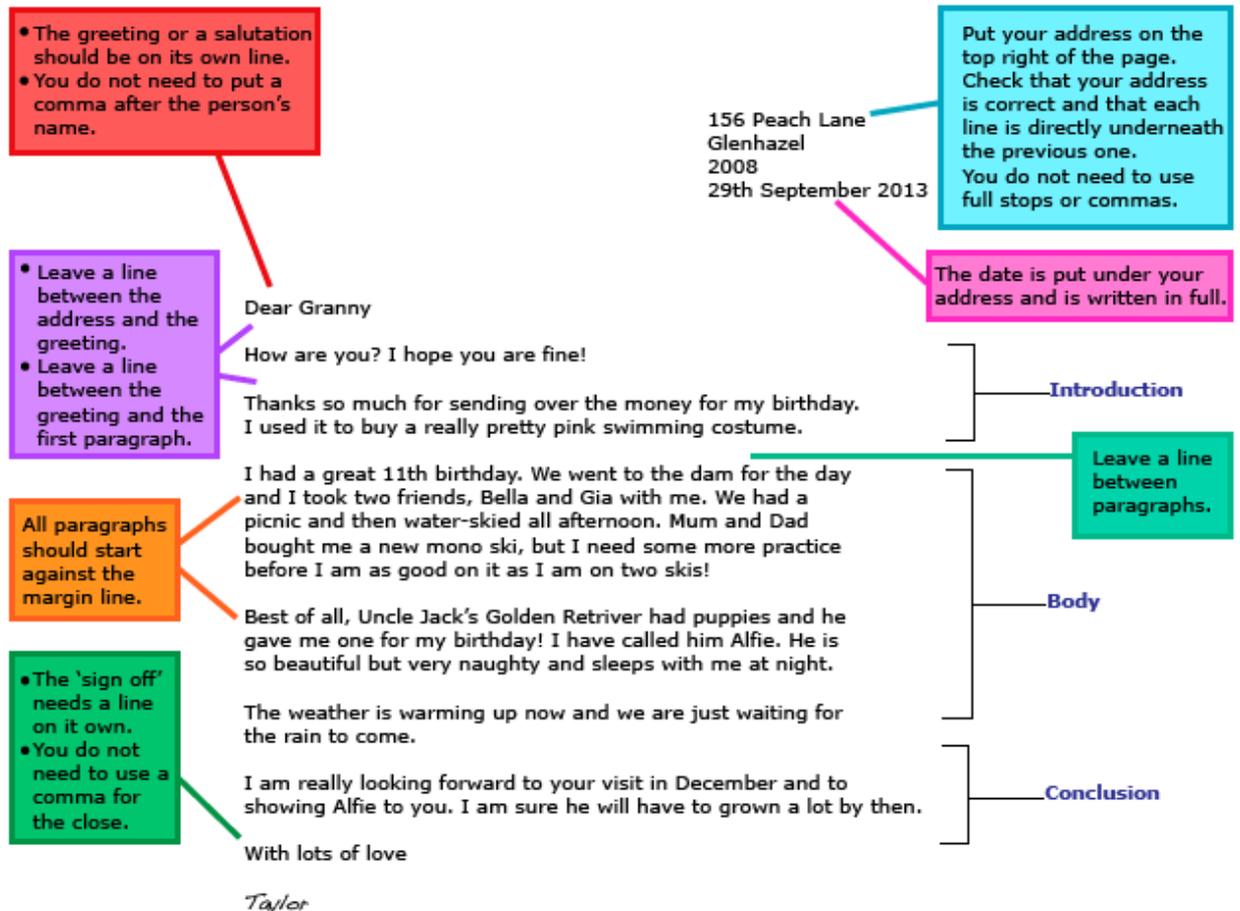
There are many ways of writing a friendly letter and some of the rules seem to go in and out of fashion. We will use the most common format of a friendly letter for you to practice.



Any letter (or email) should consist of three main parts:

- **The introduction** – this gives the reader an idea of what you are writing about.
- **The body** – this is the main point of the letter.
- **The conclusion** – this is where you wrap up your letter and close off.

Format of a Friendly Letter



Writing an Email

An email or *electronic mail* is a fast and effective way of communicating with someone, wherever they are in the world. It only takes a few seconds to send an email and it can arrive in the reader's inbox within seconds.

It is easy to attach other documents to an email. Once sent, emails are filed in your sent items, so you always have a written record of the communication.



Points to remember when writing an email:

- Start with a greeting. The most common one is “Dear...”

Dear...

- Make sure that you use the rules of sentence construction and paragraphing, as for any other type of writing.
- Do not write your email in capitals or in red font, as it might seem to the reader as if you are shouting at them.

**DO NOT WRITE YOUR EMAIL
IN CAPITALS OR IN RED FONT**

- Always check and edit your email, if necessary, before sending it. It is a sign of respect when you take the time to ensure that there are no spelling or grammatical errors.



- End by putting your name:
- For a formal email:

formal email:
Yours sincerely

- For an informal email:

informal email:
From Lerato or
Love From Lerato or
With much love, Lerato

Format of an Email

The screenshot shows an email client window titled "Missing Shoes" with the following content:

To: wendy@gmail.com
 Cc:
 Subject: Missing Shoes

Dear Granny

How are you?
 We had a lovely time with you in Scotland. Thanks for looking after us so well. It was great to see our cousins and after such a long time.

I think I might have left my new black shoes under the bed in the spare room at your house. Please could you look for me? If so, maybe you could bring them when you visit us in December?

We are looking forward to seeing you and Grandpa again.

With lots of love from us all.

Beth.

Callout boxes provide the following instructions:

- Start with a greeting. The greeting or salutation should be on its own line.** (Points to "Dear Granny")
- Type in the correct email address, otherwise the mail will go to the wrong person.** (Points to "To: wendy@gmail.com")
- Type in a subject. This tells the reader what the email is about and makes it easier to find it at a later date.** (Points to "Subject: Missing Shoes")
- Leave a space between the greeting and first line and between each paragraph.** (Points to the space between "Dear Granny" and the first paragraph)
- All paragraphs should start against the margin line.** (Points to the start of the first paragraph)
- Put the sign off on its own line. You do not need to use a comma.** (Points to "Beth.")
- End by putting your name.** (Points to "Beth.")

On the right side, brackets categorize the email structure:

- Introduction** (points to "Dear Granny")
- Body** (points to the main text paragraphs)
- Conclusion** (points to "With lots of love from us all.")