

**Writing skills practice: An informal email or letter – email**

Cancel
New message
Send

To: **Ellie**  
Subject: **Hi :)**

**Hi Ellie**

It's Jack's **mate** Dan here. **Hope all's going well at uni** and term's started well. I can't believe you're in your final year already! We had our fresher's week a couple of weeks ago and now term is in full swing with lectures pretty much all day Monday to Friday! I'm at Leeds doing the same engineering degree as you. The amount of work was a bit overwhelming at first, but by and large the course is going OK. I've settled into life in halls very well and have met **loads of** really great, down-to-earth people.

You're probably wondering why I'm writing to you **out of the blue** like this. I spoke to your brother and he said you wouldn't mind if I got in touch with you. We've been given the option next year of doing the same year-abroad programme that you did last year in Austria and I just wanted to **pick your brains about a couple of things**. Basically, **they've given us** a list of places that do a similar degree course to mine but I'm not really sure where to start in terms of choosing one. The options they've given us are Poland, Lithuania, the Netherlands, Portugal and Greece. **I've never been to any of those countries before and, to be honest, I don't know much about any of them and my foreign language skills only stretch to a bit of broken French – languages were never my strong point!** I just wondered how important you think it is to be able to speak the language of the host university country. Does the organisation set up language classes for the foreign students? And another thing I was wondering about were the lectures and exams. Are they in English? Or do you have to do them in another language?

Another thing I wanted to ask you about was accommodation. **How did you go about looking for a place?** I remember Jack saying you stayed with a family at first before moving into a shared flat with other foreign students. Did the organisation help you out or did you find your own accommodation?

**One more thing, did you manage to get a scholarship or grant to cover some of the expenses? Do you know how I can go about applying for one?**

Sorry to bombard you with so many questions, but I really appreciate you helping me out and any advice about anything connected to the year abroad will be gratefully received!

**Thanks so much and hope all goes well with your finals. No doubt you'll pass with flying colours!**

**Best wishes**

**Dan**

### Top Tips for writing

1. *Begin and end appropriately.*
  - **Beginning:** Dear / Hi + name
  - **Ending:** Best wishes / Love + name
2. *Use an informal style. Use contractions and informal expressions.*
3. *Group similar ideas in the same paragraph.*
4. *Use a phrase to close the email or letter.*
  - **Hope it all goes well.**
  - **Best of luck with ...**
  - **Hope to hear from you soon.**
  - **Write soon.**
5. *Include complex language to show your range of vocabulary and expression.*