

Y5/6 English

# How to write formal and informal emails

New Email

To: \_\_\_\_\_

Cc: \_\_\_\_\_

Subject: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Grammarsaurus**



[www.grammarsaurus.co.uk](http://www.grammarsaurus.co.uk)



What different groups of people write emails?



# Types of people who send emails

Family members

Friends

Business people

Employers and employees

Teachers

Shop workers

Website workers

Lawyers



Did you think of anymore?





Why do people  
send emails?





# The purpose of emails

- To send information to unknown people
- To share information with trusted, known people
- To share documents, videos and photos (attachments)
- To share stories from the past
- To share news
- To plan things for the future
- To request information
- To say thank you
- To give notice about something



# Example of a **formal** email

New message

To

HR@linghams.org.uk

Cc Bcc

Subject

Management Accountant Vacancy

Dear Sir/Ma'am,

I am interested in applying for the advertised role of Management Accountant in your company. I completed my CS executive training in June 2019 and completed my final CS Professional exam in January 2020 and hereby would like to start my accountancy training. This training would provide me with the ideal opportunity to assist at your organisation and to expand my own skills. My CV, which is attached, provides information on my qualification and academic details.

If you require any further information on my background and qualifications, then please do not hesitate to get in touch.

I look forward to hearing from you.

Kind Regards,  
Amrit Singh  
Mobile: 07102100100

What do you notice?





# Formal emails

If you are writing a formal email, your writing style will be **very different than if you were writing an informal one to your family or friends.**

## Formal emails tend to be:

**Direct:** the writer gets straight to their point/requests

**Use imperative language:** Uses lots of verbs like gather, collect, write

**Concise content:** the writer stays focused on the subject of the email

**Concise language:** their words are carefully chosen and accurate

**Structured:** it will be set out in paragraphs with related material kept together



# Example of an **informal** email



New message

To

cadders@gnail.com

Cc Bcc

Subject

My birthday

Hiya Cadders,

How are ya mate? Hope you're alright!

Just wondering if you are free next Saturday as we are thinking about going bowling in Newtown. After, I am hoping mum will let us go for pizza. There's that new place on Castle St, isn't there? Think it's called Rudy's? Looks ace! (It best do a good Meat Feast, so Vinci is happy and doesn't moan like last time!) I have the funniest story to tell you about my brother... you won't believe it!

Let me know, catch up soon – A 😊

What do you notice?





# Informal emails

Writing emails to **friends and family** is a great way to stay in touch with them and share information and news with each other.

## Formal emails tend to be:

**Waffly:** the writer might go into lots of detail over one particular event/ item of information.

**Changeable:** the writer can jump around different points/ideas as they think of things they want to write.

**Structure:** unconnected information may be within the same paragraph.

Use of paragraphs may not be as structured as in a formal email.

**Colloquial** (informal and familiar) language and abbreviations may be used.



# Levels of formality: style conventions



- Complete sentences
- No contractions
- Grammatically correct and accurate punctuation  
e.g. commas before conjunctions
- Correct and proper spelling
- Structured well - e.g. use of adverbials for cohesion
- Written in paragraphs
- Formal greetings e.g. Dear Mr \_\_\_\_\_ or To whom it may concern
- Concludes with formal ending e.g. "Sincerely" or "Best regards"

- Not always written in full sentences
- Uses contractions
- Grammar and punctuation may be missing
- Uses abbreviations
- May lack structure and information jumps around
- May lack paragraphs
- Casual greetings "Hey" or "How's it going?"
- Casual sign-off like "Talk to you later" or "Bye"





# Sort these sentences into which have come from emails.



Hiya Charlie, How's things?

I would like a copy of the document by Friday.

Did you ask your mum if you can come to football on Friday?

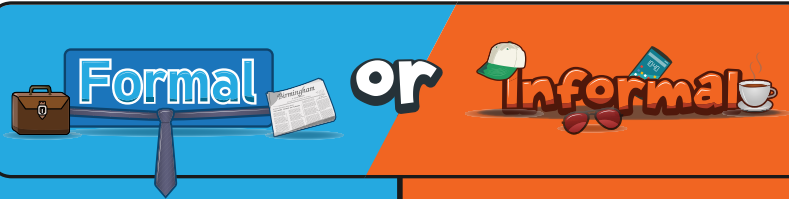
You'll never believe what happened to me at the weekend! I went up to see my mate Harry and we went to the pool. When we got there, no one else was there. Shocker!

On the last Saturday of each month, we hold a special staff party to welcome any new employees.

To Whom It May Concern:

There has been a water leak on your road. Following advice from the council, we regret to inform you that there is no vehicular access this weekend.





I would like a copy of the document by Friday.

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There has been a water leak on your road. Following advice from the council, we regret to inform you that there is no vehicular access this weekend.

Hiya Charlie, How's things?

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# Task

Write two emails in role. Remember to follow the style conventions of an informal or a formal email.  
You can choose your own subject matter.

Choose from the following:



- From a shop owner to a customer
- From a lawyer to a client
- From a teacher to a parent

- From a friend to a friend
- From a child to their parent
- From a grandparent to their grandchild

## Challenge

Write one formal email, which is responded to in an informal manner.  
What do you notice about the change in formality? Is this challenging to do as a writer?

