

**Writing skills practice: An informal email – answers**
**Answers to An informal email – exercises**
**Preparation**

you should ...	you shouldn't ...
<p>read the question/task carefully.</p> <p>use contractions.</p> <p>sound 'chatty' like you're talking to a friend.</p>	<p>miss out any of the necessary information.</p> <p>use a formal beginning and ending.</p> <p>write more than the word limit.</p>

**1. Check your understanding: multiple choice**

- |      |      |
|------|------|
| 1. b | 4. f |
| 2. c | 5. b |
| 3. c | 6. b |

**2. Check your writing: matching**

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|------|------|
| 1. d | 4. e |
| 2. c | 5. b |
| 3. a |      |

**3. Check your writing: error correction**

- |   |   |
|---|---|
| 1. Hi Chris,  | 4. If I were you, I would find an Italian to practise with. |
| 2. Great to hear from you! <b>OR</b> It's great to hear from you! | 5. You should read some books in Italian as well.           |
| 3. Thanks for your email. <b>OR</b> Thanks for the email.         | 6. I'm really looking forward to seeing you!                |