

Email language definitions game

Try to define words and sentences without using the word on the cards. When your partner has guessed exactly right you can swap or move onto the next one.

Dear	Ms	Mr	Mrs	Dr
Sir	Sirs	Madam	Sir or Madam	All the best
Best regards	Yours	Yours sincerely	Yours faithfully	CU
I look forward to hearing from you soon	It was great to hear from you	Thank you for your letter of...	Dear Tony	This was due to...
Well, I must get back to work now.	Unfortunately, ...	Re:	Hi	XXX
Lots of love	Hugs and kisses	Give my regards to	Say 'Hi' to from me.	Give my love to
Miss you	Long time no see!	Tel.	Ref. No:	Your ref:
Our ref:	To whom it may concern	Thank you in advance	Write soon!	... please do not hesitate to ask
Please accept my apologies for...	How's it going?	I would like to introduce myself.	I am writing to you about...	Sorry I haven't been in touch.
Thank you for your letter dated...	Thank you for your quick reply.	I hope you are feeling better.	I look forward to working with you	How are things?
Gotta go	This is just a quick note to say...	Will get back to you soon	Sorry to write to you out of the blue but...	I would like to inform you that...

Cheers	How are things?	I regret to inform you that...	I'm afraid I'm... ing at that time	...please do not hesitate to contact me
CC	BCC	Best wishes	XOXO	btw

Formal and informal emails and letters useful links

Examples of several kinds of formal email and two informal emails

<http://www.parapal-online.co.uk/resources/letters.html>

Exercises on those emails

<http://www.parapal-online.co.uk/letters.html>

Short online quiz on formal and informal email English

<http://quiz2.pltps.com/Survey.aspx?id=b8c205ae8bd8c959de0dc30065f2ce3a>

Short worksheet exercise on formal and informal letters

<http://www.scribd.com/doc/3877648/Writing-Informal-and-Formal-Letters-1-Ev87>

Formal and informal emails and letters (netiquette) answers to student question

<http://www.bbc.co.uk/worldservice/learningenglish/grammar/learnit/learnitv245.shtml>

Short guide to formal letter layout, paragraphing etc

<http://www.usingenglish.com/resources/letter-writing.html>

Formal and informal letter phrases

http://esl.about.com/library/lessons/blwrite_informalletter.htm

Table of formal and informal letter phrases for different purposes (at least one spelling mistake!)

http://www.alternative.hu/formal_and_informal_letters