

3d An informal e-mail

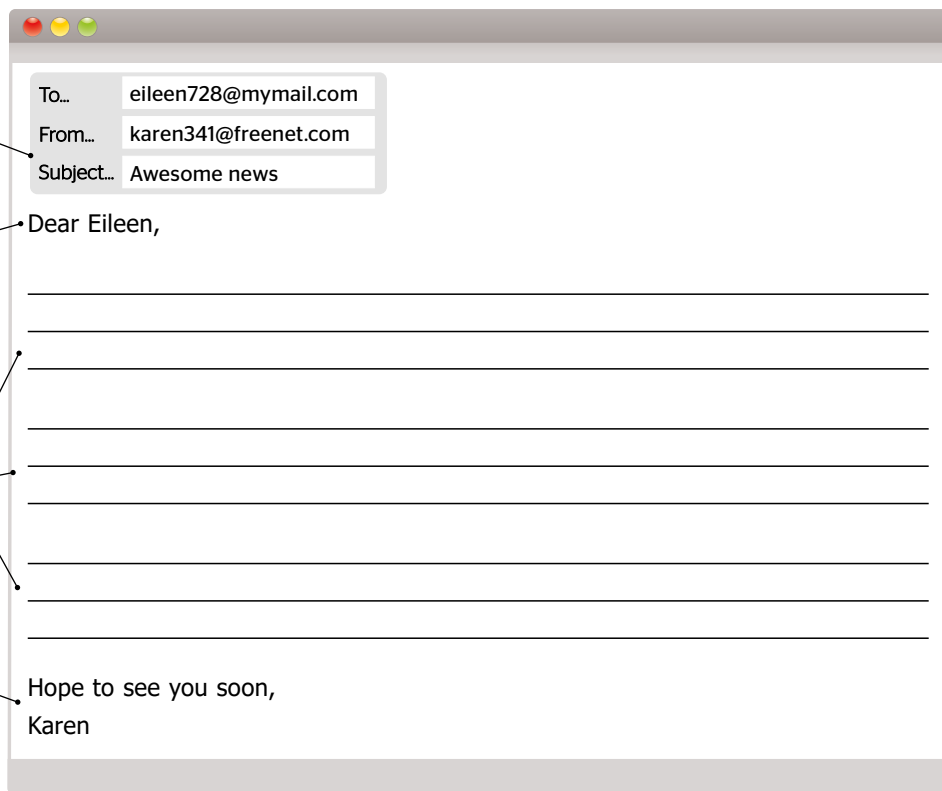
An informal e-mail is usually sent to a friend, a relative or an acquaintance.
 Note the layout below:

Subject: a brief phrase that indicates what the content of the e-mail is.

Greeting: on the left-hand side of the page. Put a comma after the name.

Paragraphing: write in blocked paragraphs leaving a blank line in between the paragraphs.

Signing off: on the left-hand side of the page. Use your first name.



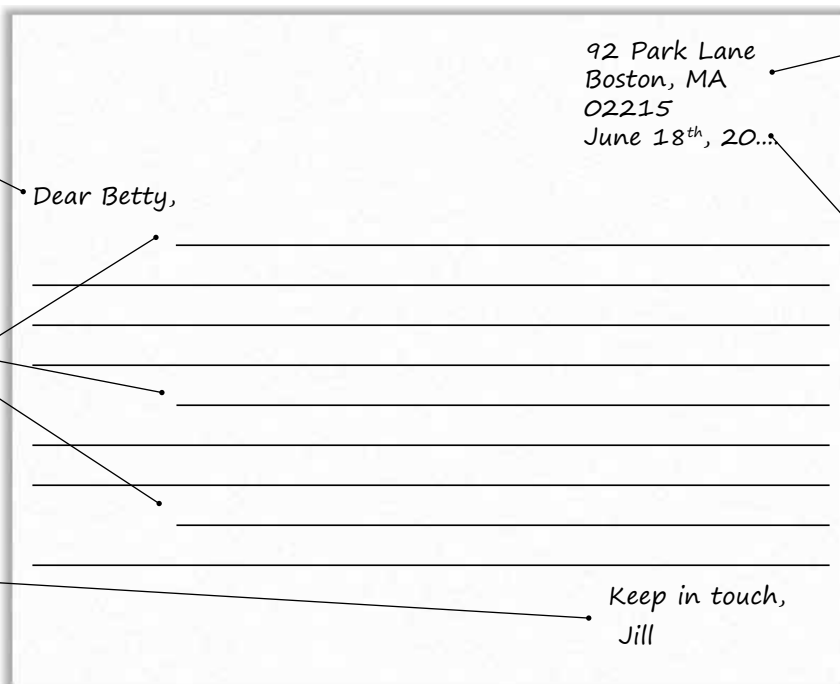
An informal letter

An informal letter is a personal letter usually written to a friend, a relative or an acquaintance.
 Note the layout below:

Greeting: on the left-hand side of the page. Put a comma after the name.

Indent paragraphs: start the first line of each paragraph under the comma.

Signing off: towards the right-hand side of the page (e.g. Yours, Best wishes). Don't forget the comma followed by your first name written underneath.



Your address: on the right-hand side of the page (not always necessary).

Date: below the address.