

# BREAKING ARTISTS KING

**YouTube EXTRA  
MATERIALS**

## EMAIL INFORMAL:

### STRUCTURE:

**Greetings:** Hi there!

**Introductory paragraph:** How are things going?

**Body of the email:** I have just received an email from the club. ...

### Farewell paragraph:

Well, I have to go now but I will get back to you as soon as I can.

Love,

Elisa

## EMAIL FORMAL:

### STRUCTURE:

**Greetings:** Dear Secretary/Director/...

**Introductory paragraph:** My name is Elisa and I am a member of the club. I am writing in reply to the email you sent yesterday.

### Body of the email:

I would like to express my opinion about this issue. I consider that this is a (fantastic/terrible) situation and for this reason, I would like to give you some ideas about how to proceed.

We are (ADJ) with the situation. I think that you should...

### Farewell paragraph:

If you need more information please do not hesitate to contact me. I hope this will be taken into account.

Thank you in advance.

Kind regards,

Elisa Sánchez.

## Ideas para email informal:

### Ideas para el párrafo introductorio informal:

- How are you doing?
- How are things going?

### Pedir información email informal:

- Can you tell me...?
- Is true that...?

### Expresar preferencia email informal:

- I would prefer to... if that's okay.
- I like... better.

### Explicar situaciones email informal:

- What happened was that...
- The thing is that...

### Invitaciones email informal:

- Do you want to...?
- Why don't you come...?

### Recordatorio email informal:

- It's important to remember that...
- Don't forget about...

## Ideas para email formal:

### Ideas para el párrafo introductorio formal:

- I am writing with regard to...
- I am writing in connection with...
- I am writing in reference to...

### Preguntas indirectas para email formal:

- I would be grateful if you could tell me... (how much the course costs/when the course starts/etc.)
- I would appreciate it if you could tell me...
- I would like to know...