

Personal/informal letter

Was ist ein "personal/informal letter" und wozu dient diese Form?

Ein persönlicher Brief, z.B. an einen Freund oder einen Verwandten, ist ein Kommunikationsmittel, in dem du z.B. Gefühle und Gedanken ausdrücken und Neuigkeiten berichten kannst. Du verwendest in einem persönlichen Brief Alltagssprache, als würdest du mit jemandem direkt sprechen.

How to proceed:

1. Write your own address but not your name on the top right corner of the page. Write your name below the address.
2. Start your letter: "Dear (Alex/Susan)," (Don't forget the comma)
3. You can choose from the set phrases below to introduce new topics and link sentences. Remember to use connectives!
4. Before you sign off (write your name) at the end of your letter, use one of the informal phrases. You can put or more Xs after your name to send a kiss or kisses:

Lots of love,
Jill
XXX

Useful phrases

For the beginning of your letter

- Many thanks for ...
- Thanks very much for ...
- Sorry for not having written for so long
- Just a short note to let you know ...
- Just a few lines to let you know ...

Referring to the last news you received

- I am/was glad to hear that ...
- I am/I was very pleased to hear that ...
- I am/was sorry to hear that ...

To introduce and link your news

- I've been very busy recently because ...
- Do you remember ...?
- As you know, ...
- Unfortunately ...
- I'm sorry to say that ...
- You won't believe what happened!
- All in all, ...
- So really, ...
- I'm looking forward to ... (+ -ing)

To finish your letter

- Well, anyway, ...
- That's (all) my news. What have you been up to?
- How are things with you?

- Drop me a line when you have time.
- I'll write again soon.
- Do write again soon!
- I'll be in touch again soon.
- Keep in touch.
- Give my regards to ...
- Love from all the family.
- Give my love to ...

To sign off at the end of your letter

- Best wishes,
- All the best,
- Love,
- Lots of love, ...

Fächer: Deutsch, Fremdsprachen
Jahrgang: ab 5