

Emailing Informal or error?

Without looking at the sentences below, listen to your teacher and say if each sentence is informal or wrong.

- Hi John/ To John/ Dear Mr John/ Hey John
- I'm looking forward to seeing you/ I look forward to see you
- Yours, Tanaka
- I'd like to ask a favour/ I like to ask a favour
- How are the wife and family? / How are things?
- Tomorrow is fine. See you later. / Tomorrow is fine. CU then.
- I need some advice/ Can you give me some advices?
- You're a star! / You're being a great help
- I owe you one/ Cheers very much
- You won't be sorry
- Give me a bell later if you like/ Call to me anytime
- The document is attached/ The document is enclosed
- I'll pop it into the post for you this arvo/ It's on the way
- Have a look at this/ Check this out
- We are totally out of A24s
- Sorry I land you in it like this
- It's selling like hot buns at the mo/ We can't keep them on the shelves
- That could be a wee bit tricky/ I can see us having problems with that

Decide if each sentence (not each line) above is informal (I) or wrong (W) in emails- there are no correct formal sentences

Make similar wrong or informal sentences to test each other with.

Compete to make typical formal emailing sentences as informal as possible without making any mistakes.

Answer key

The sentences not marked "wrong" are informal

- Hi John/ To John WRONG (To is only used with cards, not letters and emails) / Dear Mr John WRONG (never use Mr + first name only) / Hey John
- I'm looking forward to seeing you ("I'm looking" is more informal than "I look")/ I look forward to see you WRONG (look forward + ing, not infinitive)
- Yours, Tanaka WRONG (Don't use your family name only)
- I'd like to ask a favour/ I like to ask a favour WRONG (I like to... means always, which would have a strange meaning and grammatically must be I like to asks)
- How are the wife and family? / How are things?
- Tomorrow is fine. See you later. / Tomorrow is fine. CU then.
- I need some advice/ Can you give me some advices? WRONG (advice is uncountable, so can never take "s")
- You're a star! / You're being a great help WRONG (It would mean on temporarily, ie. usually you are no help at all)
- I owe you one/ Cheers very much WRONG (Thank you very much or even Ta very much are okay, but Cheers is not used in longer phrases like this)
- You won't be sorry
- Give me a bell later if you like/ Call to me anytime WRONG (Should be Call + pronoun, with no "to")
- The document is attached (More formal would be "Please find..."/ The document is enclosed WRONG ("enclosed" only used for letters)
- I'll pop it into the post for you this arvo/ It's on the way
- Have a look at this/ Check this out
- We are totally out of A24s
- Sorry I land you in it like this WRONG (Should be Sorry to land...)
- It's selling like hot buns at the mo WRONG (should be "hotcakes")/ We can't keep them on the shelves
- That could be a wee bit tricky/ I can see us having problems with that