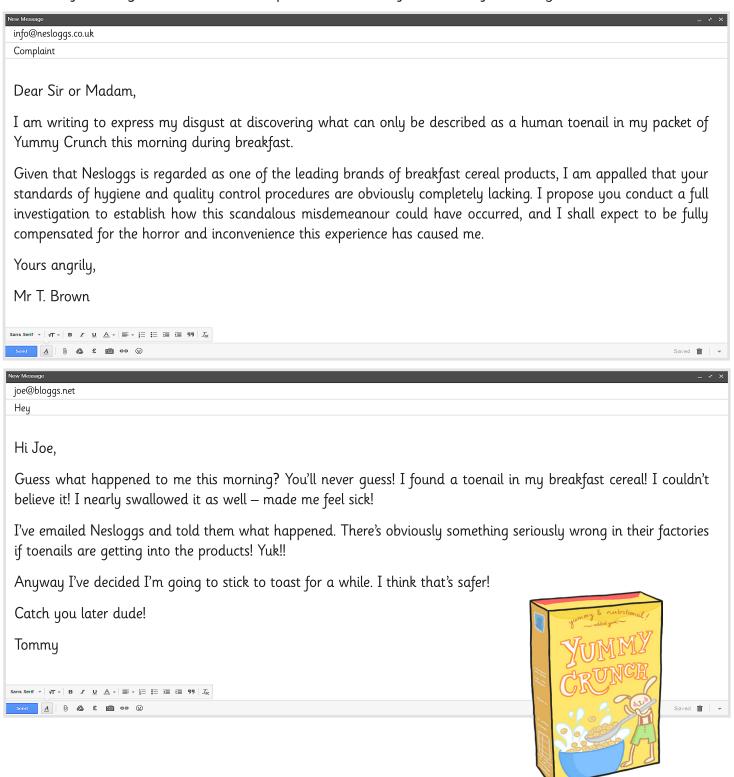


## Writing Emails

I can write about the same subject in a formal style and an informal style, using appropriate language features.

Read the following emails and write replies in the same formal or informal style.







## Writing Emails

I can write about the same subject in a formal style and an informal style, using appropriate language features.

Imagine you have found an unwelcome surprise in your breakfast cereal packet. Write a formal email to complain to the cereal company about this and an informal email to your friend to tell them what happened. Think about how the two emails may differ.

## Consider

- · The facts or information you include.
- The grammar, punctuation and vocabulary you choose.
- The tone of the email (e.g. angry, amused, disgusted etc.)



