

Phrases

Informal letters

It was great to hear from you.

Sorry I haven't written sooner but I've been very busy lately.

I've got some great news.

Well, you know ...

By the way,...

I hope that my advice will help you.

Let me know when

Please write back soon.

I'm looking forward to seeing you.

Describing feelings

I feel awful/ I was so upset/ I feel confused / I was under pressure

Giving advice

You should tell her/him .../If I were you, I'd .../ It's a good idea to/You could try ../Why don't you..?/ It might be a good idea to ...

Time expressions

First/Then/Later/Afterwards/at that point/ in the end

Writing a letter of invitation

I'm writing to invite you ../...will take place.../I would be grateful if you could...

We hope that you will be able to come./I look forward to hearing from you.

Adding information

In addition/Moreover/Furthermore

Giving examples

For example/ like/such as

Asking for information

I am writing to ask for more information about .../I would like to know/Please let me know/Could you tell me..

Contrasting ideas

However/On the one hand....on the other hand/although

Concluding

In conclusion/to sum up

Expressing opinion

In my opinion/I'm against/I don't think it's right to

Film review

An action film with a difference/ the main character is played by/ ...gives an excellent performance/the story takes place in../the special effects were .../ This film is for the whole family (teenagers)/It's good entertainment for everyone