

E-mail writing

You have changed your residence to a newly built house. Write an e-mail about it to a friend who is presently living away from your place.

In your e-mail you should,

- describe your new house;
 - invite your friend to stay with you during the holidays.
 - tell your friend about something you miss in the new house;
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Write the mail according to the plan given below, each task in the space given for it

Introduction

Plan

- **Apologise with a reason for the delay in replying to your friend's mail.**
Eg; busy with preparation for the shift of residence.
- **Tell him/her about your meeting his/her family member(s).**
Eg: went to invite his/her parents for house warming function.

Some useful informal expressions

- The gift of the gab – ability to talk without shins (especially when coming out of difficulty)
- Talk highly of someone – praise someone.
Eg: He talks very highly of his sister.
- Talk with plum in one's mouth – talk with posh, upper class style or accent.
Eg: it was hard to talk to her. He was talking like a plum her mouth.
- (As) busy as bee – very busy
Eg: I was the all in all his wedding, as busy as bee.
- Busy beaver – busy person
Eg. Luckily, I've finished. Now only the busy beaver is breathing.
- Cheesed off – annoyed
Eg: I was cheesed off with your neighbor. She irritates your mom too much.
- Lip smacking - very tasty
Eg: Your aunt Jain is a real chef. Her cake was lip smacking.
- Get the grace – feel homely
Eg: Mom is too caring. I really got race with her.

Task 1

Develop the given plan with more details for each bulleted point and write them.

Apology:

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Meeting the family members:

Whom and when;

Give an interesting detail about the meeting.....

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Task 2

Read the list of informal expressions given above and write those which you find as useful in writing an introduction according to the plan.

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Task: 3

Write the introduction in around 35 words (not more than 45 words).

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