



Multibhashi



Informal letter 3



Class Objective

I will be able to write informal letters in German.



Concept A : Parts of an Informal Letter

- An Informal letter consists of 3 parts: Salutation, Main body and concluding greetings. An informal letter is different from that of a formal one, as the language is quite frank and the tone lively.
- A formal one sounds a bit solemn. The main body of the informal letter also consists of 3 parts : Introduction and reason for the letter writing, description and some concluding sentences.



Concept B. Phrases used in an informal letter.

1. Die Anrede(Salutation)

- Liebe/Lieber...
- Hallo...
- Hallo mein Lieber/meine Liebe...

2. Haupttextteil(Main body)

- vielen Dank.....
- Ich schreibe dir, weil...
- wie geht es dir?



Concept B. Phrases used in an informal letter.

- Ich möchte dir etwas sagen.
- Weißt du...?
- Ich habe...
- Möchtest du...
- Treffen wir uns...?
- Zeig mir die Fotos.
- Ich warte auf....
- Wir/Ich hatten/hatte viel Spaß.
- Letzte Woche...



Concept B. Phrases used in an informal letter.

Grüße(Greetings)

- Viele Grüße
- Liebe Grüße
- Grüße
- Dein/Deine...

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