

1. Fare molta attenzione alla traccia che viene data. Se si chiede di parlare di un evento passato "specifico", bisogna sempre utilizzare il *simple past* e le *signal words* appropriate. Quando invece non stiamo parlando di un evento finito, o specifico, bisogna usare il *present perfect*!
2. Quando scriviamo una lettera informale, si possono usare molte espressioni colloquiali, esclamazioni, domande dirette:
 - *I Promise!*
 - *What do you think? What about...?*
 - *Anyway... well...*
3. **Opening:** Dear + name (Dear Dave,)
4. **To begin the letter:**
 - *I am sorry I haven't written for a long time, but I've been very busy recently/lately...*
 - *It was great/nice to get your letter*
 - *It was great/nice to hear from you*
 - *Thank you very much for your letter*
 - *I hope that you and your family are well...*
 - *I am writing in order to tell you about...*
 - *In this letter, I would like to tell you about...*
5. **To end the letter:**
 - *Anyway, now I must go...*
 - *I really can't wait to see you again/ to hear from you again.*
 - *I hope to hear from you soon.*
 - *Write back soon, and let me know about...*
6. **Endings:**
 - *All the best,*
 - *Best wishes,*
 - *With love,*
7. **Expressing surprise:**
 - *Guess what?!*
 - *You'll never believe this, but...*
 - *Great news!*
8. **Changing subject:**
 - *Before I forget...*
 - *Anyway/By the way...*
9. **Listing reasons:**
 - *First of all.../ Moreover.../ What's more.../ Plus...*
10. **Expressing your opinion:**
 - *I think.../ for me...*
 - *To be honest*