

Proficiency Writing Part 2: Useful expressions and ideas to be used in Informal Letters

Opening

It's been ages since we last spoke.
Sorry for not writing back sooner
I've been snowed under with exams lately.
How's life treating you?
What are you up to these days?
So you wanted to know about ... I'd be happy to help.

Giving News

Guess what. I've ...
I've got some fantastic news.
I'm afraid I've got some bad news.
Bad news, Bob ...

Responding to News

I'm so happy for you!
I was disappointed to hear that you've ...
I'm so glad to hear that you're ...
I'm thrilled for you
What great news!
Sorry to hear that ...
Congratulations!

Offering, accepting, declining invitations

I'd love for you to...
Have you got any plans for summer?
Do you fancy coming to ...?
I'd love to eat!
Count me in!
Count me out, I'm afraid.
I would not miss it for the world.
I wish I could but ...
I'll take a rain check.

Giving advice / recommendations

If I were you, I'd ...
If I were in your shoes, I'd ...
You simply have to ...
By far and away the best thing to do is ...
Have you thought about ... ing?
It would not be a bad idea to ...
... is worth a try.
Something that I found really useful is ...
What seems to work for a lot of people is ...

Closing

Well that's all for now.
I'd better go, I've got an early start in the morning.
I must dash / go
Pass on my regards to your family
Let me know how it goes
Cannot wait to ...
All the best
Hugs and kisses
Take care