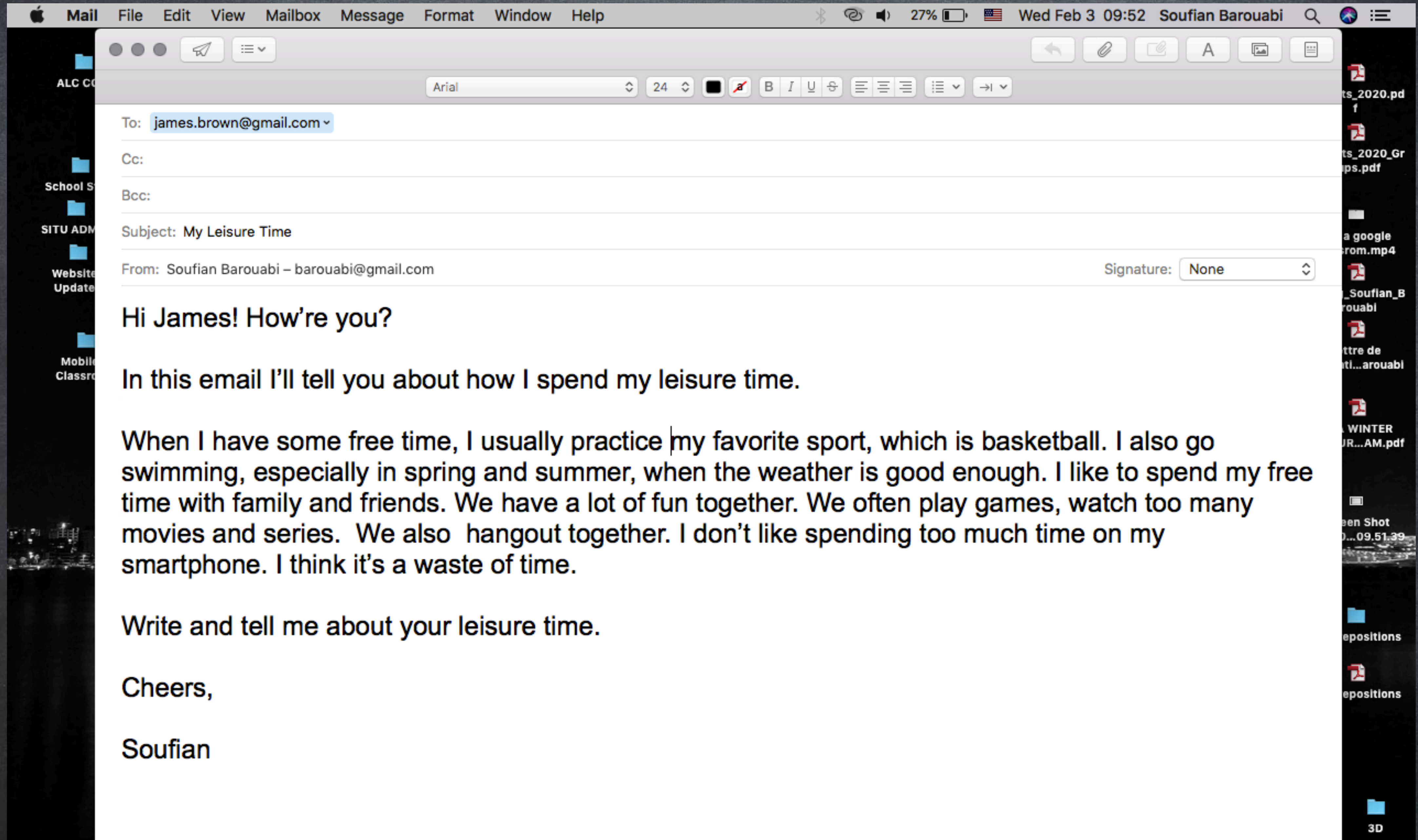


Writing: The Informal Email



The screenshot shows a Mac Mail application window. The menu bar at the top includes Mail, File, Edit, View, Mailbox, Message, Format, Window, and Help. The system status bar on the right shows the date and time as Wednesday, February 3, 2020, at 09:52, and the user's name as Soufian Barouabi. The email draft is addressed to james.brown@gmail.com with the subject "My Leisure Time". The body of the email contains a friendly greeting, a paragraph about the sender's leisure activities, a request for the recipient to share their own, and a sign-off.

Mail File Edit View Mailbox Message Format Window Help

27% Wed Feb 3 09:52 Soufian Barouabi

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To: james.brown@gmail.com

Cc:

Bcc:

Subject: My Leisure Time

From: Soufian Barouabi – barouabi@gmail.com

Signature: None

Hi James! How're you?

In this email I'll tell you about how I spend my leisure time.

When I have some free time, I usually practice my favorite sport, which is basketball. I also go swimming, especially in spring and summer, when the weather is good enough. I like to spend my free time with family and friends. We have a lot of fun together. We often play games, watch too many movies and series. We also hangout together. I don't like spending too much time on my smartphone. I think it's a waste of time.

Write and tell me about your leisure time.

Cheers,

Soufian

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Writing: The Informal Email

Parts of the Informal Email

Receiver's Address

To: james.brown@gmail.com

Topic

Cc:

Bcc:

Subject: My Leisure Time

Sender's Address

From: Soufian Barouabi - barouabi@gmail.com

Signature: None

Opening

Hi James! How're you?

Body

In this email I'll tell you about how I spend my leisure time.

When I have some free time, I usually practice my favorite sport, which is basketball. I also go swimming, especially in spring and summer, when the weather is good enough. I like to spend my free time with family and friends. We have a lot of fun together. We often play games, watch too many movies and series. We also hangout together. I don't like spending too much time on my smartphone. I think it's a waste of time.

Write and tell me about your leisure time.

Closing

Cheers,

Soufian

Signature

Writing: The Informal Email

Parts of the Informal Email

Receiver's Address

Sender's Address

Topic

Opening

Body

Closing

Signature



Writing: The Informal Email

Practice

**Write an email to a friend about
how you spend your leisure time.**

