

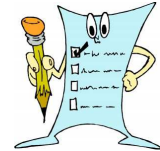
# Informal Letters

**Mind:** Always organize your writing process according to the seven steps you learned!



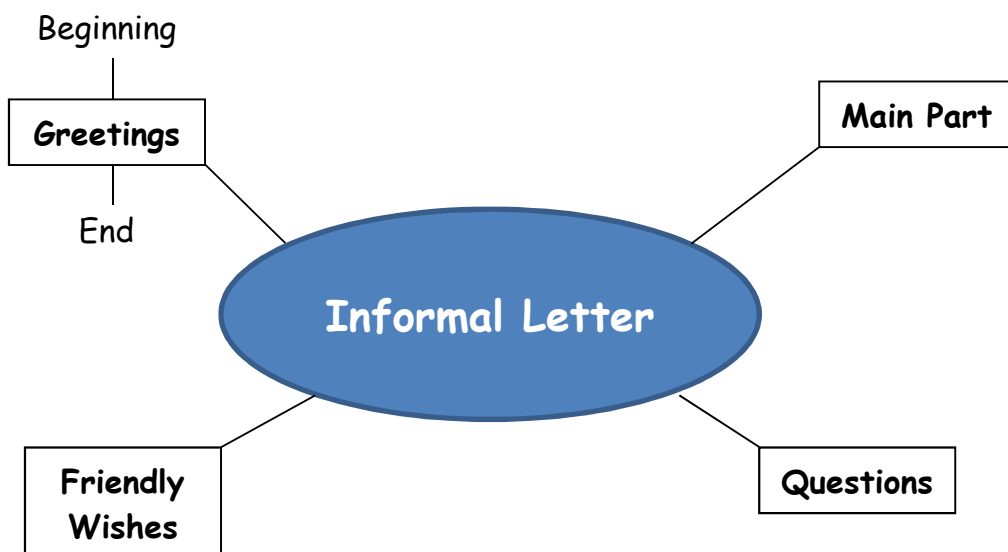
## Checklist

Check (✓) after having written the letter!



	Letter				
	1	2	3	4	5
1. My address is in the upper right corner (without name).					
2. I write German "Umlaute" ä, ö, ü "ae, oe, ue" and "ß" "ss".					
3. I write the date under the address.					
4. I write the receiver's address on the left.					
5. I write a greeting formula under the receiver's address.					
6. I have a main part that contains ...					
6.1. ... the reason why I write the letter.					
6.2. ... between two to four questions to the addressee.					
6.3. ... friendly wishes to the addressee.					
7. I finish the letter.					

### Add useful expressions:



# Practice your writing skills - PART 1

**Mind:** Always organize your writing process according to the seven steps you learned!

Informal letters:

- Take out your **mind map** about **California** or the **worksheet** with the **outdoor activities**.
- Choose five to eight aspects.
- Write a letter to someone you know.



Letter #	to	Date
1		
2		
<i>You can also take a look at page 34-36 as an inspiration for letters 1&amp;2.</i>		
3		
4		
5		
<i>You can also take a look at page 38-41 as an inspiration for letters 3-5.</i>		

**Attention:** In each letter, include at least five of the new words you learned and underline them in your text.

Keep your mistakes in your overview worksheet!

**Mind:** In the exam you have 20 minutes to cover the whole writing process from step one (read and understand the task) to step seven (re-write your letter).

