ENGLISH B

Text Type: E-Mail (Written Correspondence)

Example Context
You are concerned about the unhealthy lifestyle of a close friend who is now living in America.

Purpose
To express concern and offer advice

Audience
A close personal friend

Format

• subject line
• informal salutation
• introduction containing both elements of small talk (original phatic communication*) and reason for writing
• body paragraphs containing your comments and advice
• conclusion which sums up your advice and ends with appropriate small talk
• signature
• register semi-formal with occasional abbreviation for authenticity

Example Task
You are concerned about a close friend who is now living in America. You know that he/she is spending far too many hours playing internet games and networking with friends overseas via Facebook. You decide to e-mail your friend expressing your concern and giving some advice about how to live a more healthy lifestyle.

* terminology

**Phatic communication** is communication that is intended more to share feelings or establish an atmosphere of sociability rather than to communicate facts. It is most commonly applied to speech. http://tcbdevito.blogspot.sg/2007/11/abcd-phatic-communion.html