

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>