

## Text Type Analysis: E-mail

An e-mail is an online message from one person to another. It looks like a letter.

We All Had Fun

To : rebeccawong@gomail.com  
From : seanchan@coolmail.com  
Subject: Invitation to my housewarming party

**E-mail addresses** of the recipient (To:) and the sender (From:)

**Subject**  
Tell what the e-mail is about briefly

Dear Rebecca,

**Greeting**  
Begin the e-mail with 'Dear' and the recipient's name

Hi! I am writing to ask you to come to my housewarming party.

**Opening paragraph**

- Greet the recipient
- Tell the recipient the reason(s) for writing the e-mail

Guess what? I moved to a big flat in Sai Kung last month. I like my new home very much! It is comfortable. There are only a few cars and people in Sai Kung. I walk my dog near the beach in the evenings. At weekends, I usually go hiking with my parents. I have a happy and relaxing life here!

**Body**  
Tell the main message of the e-mail

I am going to have my housewarming party at 3:00 pm next Sunday. My mum is going to bake some cookies. I want to show you my room. We can play card games and sing karaoke together!

**Ending paragraph**  
Ask the recipient to write back

Please write back soon and let me know if you can come to the party. I look forward to hearing from you!

Cheers,

Sean

**Closing and signature**

- Write a closing with a comma
- Use 'Cheers', 'Yours' or 'Best wishes' to end an e-mail to a close friend
- Write the sender's name