

Below are two emails. Find at least 5 things that make them either formal or informal

Conference - Bern



Dirk Le Roux <dirkjleroux@gmail.com>

11:29



An: dirk@businessenglish.space

Hi Johannes,

I'm coming over to Bern for a conference in 2 weeks & was wondering if you could sort out somewhere for me to stay?

I've got a bit of info about the conference hotel, it's the Hotel Bern in Viktoriastrasse, but am not sure if I want to stay there! Can you help me pls?

Hope this is OK with you!

Teresa

PS How about meeting for a drink one night? 😊

Dear Johannes,

I'm writing to you about my visit to Bern. I'm attending a conference on 20 March and hope you can assist me in arranging accommodation. I've tried the tourist information office but they weren't very helpful. The conference hotel is Hotel Bern in Viktoriastrasse but I'd prefer to stay in a smaller guest house in the vicinity. Unfortunately I don't know Bern so it's rather difficult to find out where the best accommodation is. I really hope the above is convenient.

Best regards

Sandy