

# Personal letter

Style in letters

Paragraph Plan for letters.

Разработала и провела имитативное занятие  
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# Step 1

People write letters on different occasions.

- Do you like to write letters?
- Do you like to receive letters?
- Who do you usually write letters to?
- Who do people write friendly letters to?
- Who do people write formal letters to?

## Step 2

There are two styles in writing letters.

Formal	Informal (friendly)
The greeting (Dear Mr Rydd, Dear Sir)	The greeting (Dear John, Dear Mum)
Frequent use of passive voice	Informal language and style (idioms, colloquial English)
Formal language (complex sentences, non-colloquial English)	Abbreviated forms, pronouns omitted
No abbreviated forms	The closing remark (Yours, Love, Best Wishes, Regards, Michael)
The closing remark (Yours, sincerely/Yours faithfully, Mary Hill)	

## Step 3

Look at the 4 layouts and say which are formal and which are informal. Prove your suggestions.

A) Dear Fiona,

.....  
Love,  
Mary

B) Dear Sir/Madam,

.....  
Yours faithfully,  
Mark Templow

C) Dear Aunt Carol,

.....  
Best Wishes  
Kate

D) Dear Mrs White,

.....  
Yours sincerely,  
Adam Moore

## Step 4

There are various types of letters.

They are:-Letters of complaint,

- letters asking for/giving information

- letters of request

- letters asking for/giving advice

- letters of invitation

- letters accepting/refusing an invitation

- letters expressing thanks

- letters of apology

- letters of application for a job, etc

## Step 5

### Auding.

- 1 Listen to the 2 letters & guess the reason for writing them.
- 2 Listen to the 1 letter & answer the questions.
  - Is it friendly or formal?
  - How does it begin & end?
- 3 Listen to the 2 letter & answer the same questions

## Step 6

### Paragraph Plan for Letters

- 1) Greeting**
- 2) Introduction: Paragraph 1** reasons for writing
- 3) Main Body: Paragraphs 2 & 3**, development of the subject
- 4) Conclusion: Final Paragraph** closing remarks

## Step 7

Read the following sentences & put an F. for formal & an I for informal language. Then say: a) which sentences can start or end a letter. b) what kind of letter each sentence belong to.

- 1 I am writing to request your advice on a business matter.
- 2 I look forward to receiving any information which might be of help.
- 3 I'm writing to say how sorry I am for the misunderstanding.
- 4 I trust this matter will receive your immediate attention
- 5 Well, that's all my news for now. Write back soon.



## Step 8

Read the 2 letters and say the reason why they have been written. Compare and contrast them to find characteristics of formal and informal style. How many addresses are there in each letter? Fill in the table.

Letter 1	Letter 2

## Step 9

Match the beginnings with the endings, then identify the type of letter.

Beginnings...	...endings
1 I am writing to complain about the items which I ordered from your catalogue last month.	A) I'm really anxious to hear your suggestions. Write soon.
2 I'm writing to ask for your advice on a small problem I've got.	B) I hope that the matter will be resolved quickly & that my maney will be promptly refunded.

## Step 10

Read Karen's letter and answer the questions:

- A) What kind of letter is it?
- B) How does it begin & end?
- C) Where & when will the event take place?

Read Mr Stratton's letter and answer the questions:

- A) What kind of letter is it?
- B) Is it formal or informal?
- C) What is the reason for writing this letter?
- D) How does it begin & end?
- E) How does the writer offer to make up for the mistake?

## Step 11

Answer the following T/F statements.

- 1) Colloquial English can be used in formal letters.
- 2) You end a formal letter with “Yours, +first name”
- 3) If you begin with “Dear Sir/Madam”, you must end with “Yours faithfully”
- 4) Abbreviated forms can be used in informal letters.
- 5) The introductory paragraph gives full details about the subject of the letter.
- 6) The Passive Voice is not appropriate in a formal letter.

## Step 11

You are going to write a personal letter. Read the following topics and identify the type and style of each letter. Then write any of them in appropriate style using 120-180 words.