

Lesson theme:

**Writing Skills – Rules of  
Writing and Structure of  
English  
Formal Letters/ emails**

## Types of formal letters/emails:

- **A letter giving or requesting information**
- **A letter of apology**
- **A letter accepting invitation**
- **A thank-you letter**
- **A letter of complaint**
- **A letter applying for a job**
- **An email congratulating a colleague on a promotion etc.**

# Who are the formal letters/emails written to?

- **To people in official position, for example, a *manager, a director or another official person* who you do not know well or who you haven't met before.**

# Who are the formal letters/emails written to?

**So, the style of official letters is formal** (advanced vocabulary, factual, impersonal language, full verb forms, passive voice, formal linking words/phrases etc), usually using present tenses.

## Compare:

...about your taking part - ... **with regard to your participation in**

I really liked... - **I was impressed by...**

It'll be great if you can... - **I would appreciate it if you could...**

Can you send me a bit more info about... - **Could you please send me more details about...**

# Structure of English formal letters/emails:

**1. a formal greeting** i.e. *Dear Sirs, – Уважаемые господа!* or *Dear Sir/Madam, -Уважаемый господин/госпожа!*

Or

*Dear Mr/Mrs Wilson,- Уважаемый господин/госпожа Уильсон!*

**2. a first paragraph** – opening remarks, reason of writing

**3. a main body** (1-3 paragraphs) – the subject of letter

**4. a final paragraph** – summing up, telling what you want to be done

**5. a formal ending**

i.e.

*Yours faithfully, -*

*Sarah Stewart*

*С уважением Сара Стюарт*

Or

*Yours sincerely, -*

*Sarah Stewart*

*Искренне ваша Сара Стюарт*