

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