

Grades 7, 8 & 9

BJC

# Language Arts Tutorials

Formal and informal letter writing



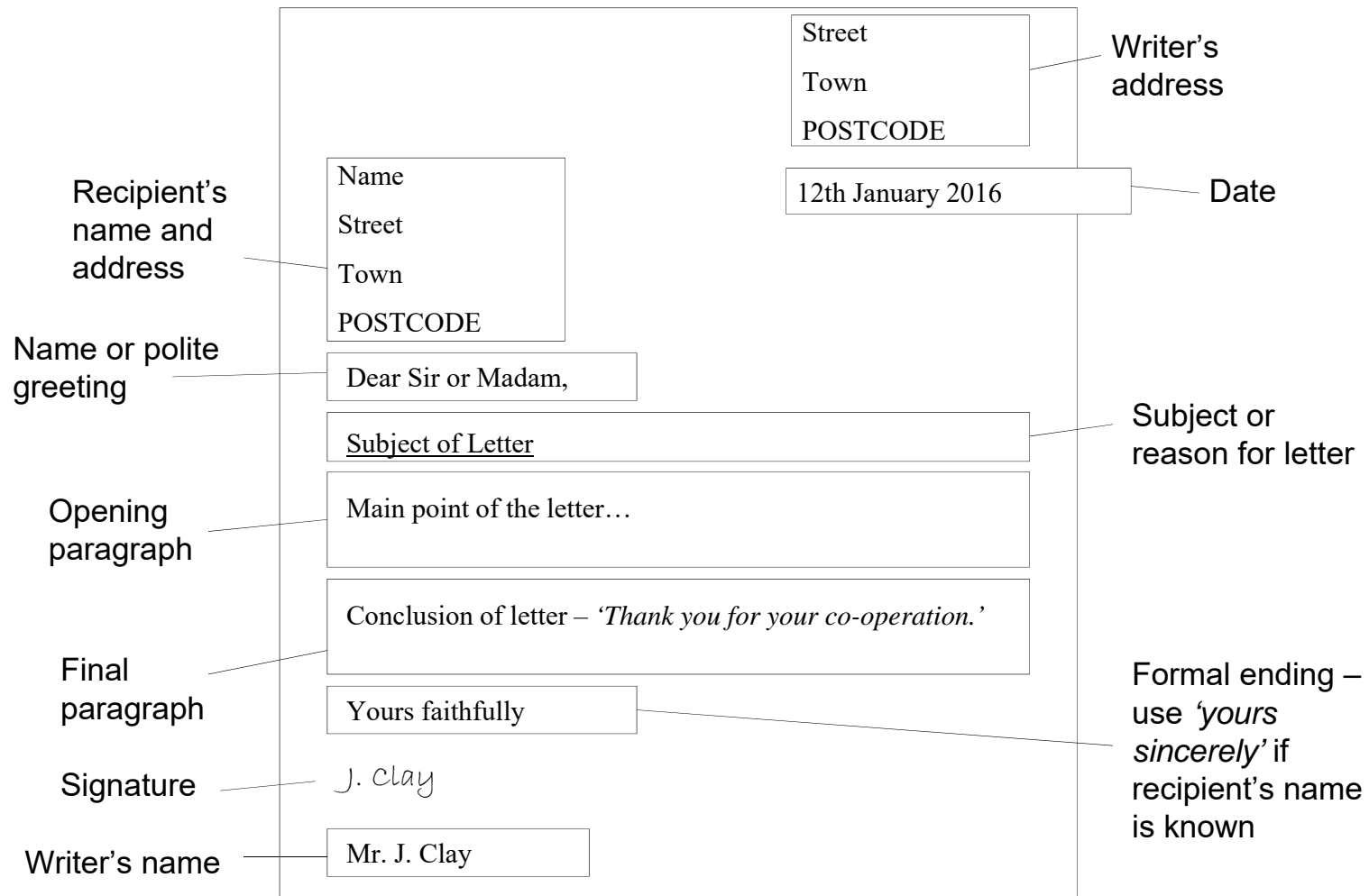


**Aim:** To learn how to write a formal letter

- Today, we are going to look at letter writing.
- You will need to write a formal letter if you are applying for a job, wish to make a complaint or want to request a service.
- The key to effective letter writing is to understand **LAYOUT, STRUCTURE** and **TONE**.



# LAYOUT





# STRUCTURE AND TONE

## First Paragraph

- Explain why you are writing to them... "*I am writing to you because.....*"
- Explain who **YOU** are....
- Be polite! "*I hope you don't mind me writing to you but I had tell you about..*"
- Be strong (If it is a letter of complaint) e.g. "*I must inform you that I am not happy with....*"



# STRUCTURE AND TONE

## Main section

- The main section of your letter can be more than one paragraph - it will highlight the points you wish to raise.
- Offer your own opinion and use facts to back up your argument.
- Use connectives to join your sentences: *Firstly, secondly, next etc.*
- Write clearly and make sure you check your spelling.



## STRUCTURE AND TONE

### Summing up and signing off

- This should summarise the main points of your letter: *To sum up, I would say that...*
- If you know the name of the recipient, you need to end with **Yours sincerely**.
- If you don't know the name of the recipient and have started with 'Dear Sir or Madam', you need to end with **Yours faithfully**.
- Remember that S for 'sir' is never followed by S for 'sincerely'.

15 Acacia Gardens  
London  
NW1 6XE

The Manager  
Blue Lagoon Restaurant  
London  
SW1A 4PQ

December 20th 2015

Dear Sir,

I am writing to complain about the level of service I received at your restaurant yesterday.

While I appreciate that Christmas is a busy time of year, your staff ignored my table for ten minutes after we had been seated. This was extremely disappointing as we were looking forward to celebrating the festive period yet were unable to order food or drink.

In addition, when the waiter finally asked for our order, he did not apologise for the delay. After ordering, the food took a very long time to arrive. When we asked why it had taken so long, the waiter was rude and again did not apologise.

To sum up,





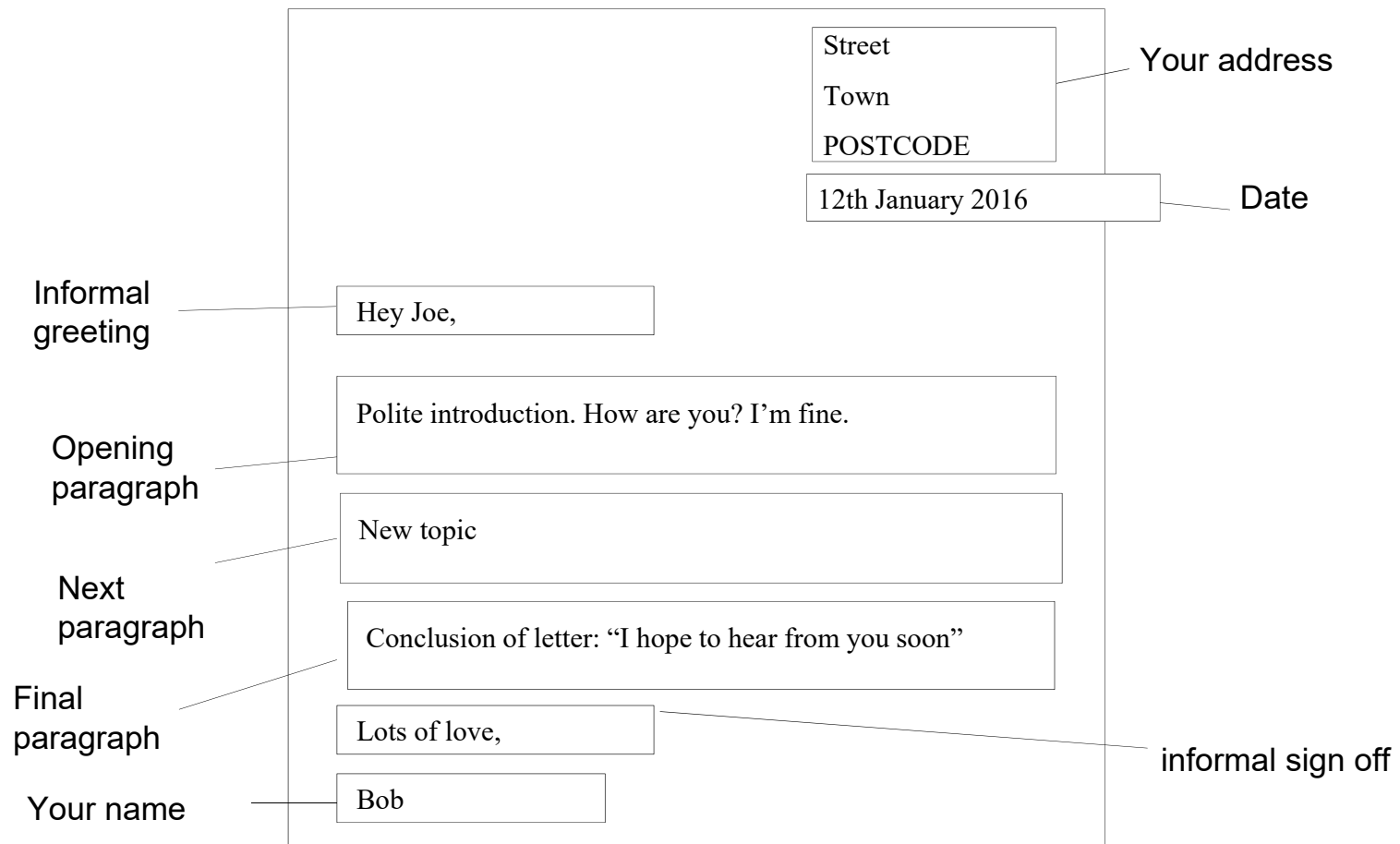
## **Aim:** To learn how to write an informal letter

- Informal letters have a different **TONE** to formal letters.
- You do not need to use the word '**Dear**' to start the letter, but can use more informal terms such as '**Hi**' or '**Hey**'.
- Your language can be more 'chatty' in style as you are likely to know the person you are writing to.
- You can sign off with informal phrases such as '**Lots of love**' or '**See you soon**'.





# LAYOUT



15 Acacia Gardens  
London  
NW1 6XE

December 20th 2015

Hey Joe,

Long time, no see! I hope you and your family are well and that you are looking forward to a great Christmas break.

I'm writing to ask you to save a date for your diary in the new year. It is my 30th birthday on March 26th and I am having a party in my local town hall.

I'll send you the details later, but wanted to let you have the date so that you can ensure you are free on that evening. I am looking forward to seeing your dance moves again! ☺

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## Task: To practise letter writing

- It's now time for you to practise your letter writing.
- You need to write a formal letter to a restaurant complaining about the service you received during your last visit.
- Then write an informal letter to a friend, recalling the restaurant visit and the terrible experience you had.
- Remember to think about **LAYOUT, STRUCTURE** and **TONE**.



For more help  
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