

Writing Practice (writing a formal letter (1))

UNIT 3

Discuss

- Who do you write letters to?
- What are the two main types of letters?
- How do you think they are different from each other?

Sample writing

1. Read the instructions and the sample letter carefully and answer the questions by writing letters A-E in the table below.

You are planning to study in GB. You would like more information about a course at a college you have seen an advertisement for. Write a letter in which you:

- state the purpose of the letter and write how you have found out about the college
- introduce yourself and write which subject you are interested in
- ask about the cost of the studies and the possibility of receiving a scholarship
- ask what documents are required and when the deadline for submitting them is.

Begin your letter:

Dear Sir / Madam,

Remember you must follow the layout of a letter. Don't use any addresses. The word limit is 120 – 150 words.

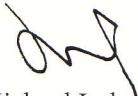
(A) Dear Sir / Madam,

(B) I am writing to you with reference to the advertisement for your college published in *English Speaking World*. I would appreciate it if you could send me some additional information about your school.

(C) I am a 19-year-old student from Hungary and I have just passed my secondary school-leaving exams with very good grades. As I intend to study Economics at your college, I would like to know how much these studies cost. I would also be interested in knowing if there is a possibility of applying for a scholarship to cover the cost of studies. Moreover, I would be grateful if you could inform me in detail what kind of documents I should send to your college and when the deadline is.

(D) Thanking you in advance for your time and assistance. I look forward to hearing from you.

(E) Yours faithfully,



Michael Lukacs

Which part of the letter		
1.	tells why the person has written this letter?	
2.	functions as a greeting?	
3.	explains what the person wants to find out?	
4.	functions as signing off?	
5.	closes the letter in a polite way?	

UNIT 3 | Writing Practice

Plan:

Greeting	use a formal greeting
Opening paragraph	state why you are writing
Main part (1 - 2 paragraphs)	ask for information in a polite way make your requests
Closing paragraph	use set phrases to end your letter
Signing off	use a formal ending expression

A **formal letter** is a letter you write to an institution or a person you don't know personally. When you write a formal letter, remember to:

- use **appropriate phrases** to start and end the letter
- divide the letter into smaller sections called **paragraphs**
- use the **full forms** of verbs (*I am not I'm*)
- use formal words and expressions

A **letter of request** is a formal letter in which you ask for more information about something or in which you ask somebody to do something for you. It is important to phrase your requests in a polite way and to thank the addressee for their help.

Useful language:

Greetings:

Dear Sir / Madam,

Dear Mr Brown,

Dear Ms Jones,

Phrases for opening paragraph:

I am writing to you in connection with ...

I am writing to you with regard to ...

I am writing to you with reference to ...

Making requests:

Could you please send me further details about ...?

I am writing for more information about ...

I would be grateful if you could inform me ...

I would like to ask you for ...

I would like you to send me a brochure / a pamphlet.

Phrases for closing paragraph:

I look forward to hearing from you soon.

I would appreciate a reply at your earliest convenience.

Thanking you in advance for your time and assistance.

Ending:

Yours faithfully,

Yours sincerely,

Remember: When you start your letter with *Dear Sir / Madam*, you always finish it with *Yours faithfully*. When you start your letter with *Dear Mr / Ms Jones*, finish it with *Yours sincerely*.