



FORMAL LETTER



Objective:

To use register and tone appropriate to the audience for writing formal letter



Starter Activity: Which of these sentences should not be used in formal letter?

1.

- a. This movie stinks!
- b. I do not enjoy this movie.

2.

- a. The mail carrier was unable to deliver the mail on time due to the snow.
- b. The mail carrier couldn't deliver the mail on time because of the snow.



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Format of the Formal Letter

■ If the question includes the instruction “Start your letter ‘Dear Sir’”, you can include the date underneath your full name at the end of the letter. If no such instructions are given in the question, you may include the addressed and date at the beginning of the letter.

You can either include the Subject Line beneath “Dear Sir” or you can simply start your first paragraph with a sentence that lays out the subject of the letter. It is YOUR CHOICE.



Format of the Formal Letter

Dear Sir

Subject: _____ (optional)

Body of the Letter

.....

Yours faithfully

(Put your signature here.)

(Write your full name here.)

(Write the date here)

Name of polite
greeting

Dear Sir / Madam,

Introduction

1st main point of the letter...

2nd main point of the letter...

3rd main point of the letter...

Main
paragraphs

Conclusion of letter – *'What you want to happen from writing your letter (apology / refund etc. Also add 'Thank you for your co-operation.'*

Action
paragraph

Yours faithfully

Explain why you
are writing

Formal ending –
use *'Yours
sincerely'* if
recipient's name
is known



Tone is the author's attitude

- Ask yourself whether you are writing to persuade, inform , criticize or complain and then choose your words
- Your tone must stay consistent throughout your write-up
- The key features that go to making up a writer's tone are:
 - Writer's standpoint
 - Vocabulary
 - Sentence types and structures
 - Punctuation



Register and Audience

- 'Register' means the tone and level of formality of language.
- Whether speaking or writing, you must always choose the register appropriate to your audience and purpose.
- Standard English is always appropriate to formal situations, as well as many informal situations (for example when addressing people you do not know). At other times, fine judgement must be used.
- If relevant, you should consider the age and background of your expected audience along with your purpose in writing or speaking.



Question 1

Which of the following sentences does NOT share the same register as the others?

- a. This is a unique opportunity for a talented individual to join our cutting-edge business
- b. You should have experience at a similar level of responsibility
- c. New sales roles starting ASAP!
- d. Responsibilities include directing internal and external communications



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Question 2

Which of the following sentences does NOT share the same register as the others?

- a. Overall, the characters and the situations in which they find themselves are believable.
- b. Really enjoyed it.
- c. The film depicts the lonely struggle of a child from an uprooted family
- d. The nine-year-old lead actor shows a depth of maturity unmatched by his peers



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Question 3

Which of the following sentences does NOT share the same register as the others?

- a. Stop selling our children's future!
- b. Evidence shows the importance of daily exercise
- c. Over thirty school playing fields were sold to developers within the past two years
- d. In this context, it is hard to credit the government's position on school sport



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