

# LETTERS/ EMAILS



# STYLES:

- Informal
- Semi-formal
- Formal

# Informal style

- Colloquial (spoken) and idiomatic English
- Personal tone/direct address
- Less frequent use of the passive voice
- Less complex grammatical constructions
- Simple linking devices
- Less advanced vocabulary
- Contractions

# Semi-formal style

The happy medium between informal and formal register

Usually it is someone we do not know very well

- Long forms (I am, we will, this is)
- Colloquial vocabulary (1-2 idioms, fixed expressions, phrasal verbs)
- Both active and passive voice
- Neutral tone - beginnings/endings (Dear Ms, Best wishes)

# Formal style

- Sophisticated vocabulary (splendid, dubious, formidable, miscellaneous)
- Impersonal tone
- More frequent use of passive voice (something should be done, the contract was signed by Ms Jones)
- Complex grammatical constructions
- Formal linking devices

# Reasons For Writing

- Giving information
- Requesting information
- Making complaints
- Making corrections
- Asking for permission
- Giving advice
- Enquiry letter
- Etc.

# Layout (Structure)

1. Greeting
2. Opening remarks
3. Body paragraphs
4. Closing remarks
5. Ending

# Greeting/Ending

- Informal/Semi-formal style

Dear \_name\_

Best wishes; Kind/best regards; Love; Yours

- Formal

Dear Mrs Tompson

Yours sincerely (when we know the person who is going to receive a letter)

Dear Sir/Madam

Yours faithfully (when we do not know who is the receiver of a letter)



# Understanding the Rubric (Questions to ask)

- What do I have to write?
- Who is the target reader?
- Formal/informal?
- Reason(s) for writing – what for?
  - how many body paragraphs do I need?
- How should I end a letter?