



# Writing a formal letter

# Read the letter (ex. Cp.120)

Dear Sir/Madam,

Your reports on the forest fires last week made me so sad. However, I am sure we can stop this happening again if we understand the two main causes: nature and our own carelessness.

It is true that forest fires sometimes happen naturally. Nevertheless, we can still prevent these if there are more foresters cleaning up the dry wood and leaves from the ground. In addition, there should be more firefighters near the forests so they can reach fires quickly.

The second main cause is people's carelessness. It goes without saying that people shouldn't light fires in the middle of the forest. Furthermore, visitors often leave litter behind. When the weather is hot, paper and bottles can cause fires to start. We need to teach people about these things. Without a doubt, last week's fires would not have happened if people had known how to treat the forest properly.

Some people think there's nothing we can do to protect our forests. On the contrary, I believe the solutions are very simple, but we must make an effort. Let's get started!

Yours faithfully,  
Paula Pringle, Pinkerton

# 2 ways of organizing the letter

## Plan A

- Introduction, say why you are writing.
- List the causes of the problems.
- List the solutions.
- Sum up with a call to action.

## Plan B

- Introduction, say why you are writing.
- Describe one cause, give solutions for it.
- Describe another cause, give solutions for that.
- Sum up with a call to action.

Which plan does the letter on p.120 match?

# Organizing a letter

- o Use a plan ( you may use either Plan A or B)
- o You should have a mini plan for each paragraph.

**E** These words and phrases can help connect your ideas in a paragraph. In your notebook, put them under the correct heading: *Joining similar ideas* or *Joining opposing ideas*.

furthermore • however • in addition • in contrast  
likewise • on the contrary • on the other hand

# Planning and writing

**F** Read this task and note down ideas for your letter.

## The Trumpet

### Protests over dump plans

Hundreds of protesters gathered outside the village of Little Haven yesterday to show their anger. They are furious about council plans to open a new rubbish dump near the village. 'It will ruin our beautiful



village, and who knows what health problems it will cause?' complained one local resident. However, the council argue they have nowhere else to put the waste.

You have read articles in *The Trumpet* newspaper about the problem of what to do with the rubbish. Write a letter to the editor saying what you think should be done about it.

## This task is for the students who don't take the English exam:

**H** Write your letter. Try to use some of the expressions from the Language chunks box.

### Quick check!

**Be sure to:**

- ✓ start by clearly mentioning the article you are responding to
- ✓ decide how to organize the whole letter
- ✓ use linking words and phrases to connect your ideas logically
- ✓ finish off with a strong statement of what you believe and a 'call to action'

# Those students who take the English exam should write an informal letter:

You have received a letter from your English-speaking pen friend Stacy who writes:

*... After a series of lectures given at our school, I decided to take part in an environmental group to protect the nature.*

*What about you? What are the biggest ecological problems in your region? What measures do young people in your country take to save the environment? Is recycling popular in your country?*

*... Next month the course of Italian starts in the language centre...*

Write a letter to Stacy.

In your letter:

- answer her questions
- ask **3 questions** about the course of Italian

Write **100-140 words**.

Remember the rules of letter writing.