


The



Letter

- When writing a formal letter, firstly **state** your purpose in the opening paragraph in a **straightforward** manner.
- The body of the letter should contain one or more paragraphs, each dealing with a separate aspect of the **subject matter**.
- The final paragraph should **spell out** what you want to happen next.
- It is crucial to adopt a suitable tone.
- Be clear, **concise**, and **to the point**, avoiding **superfluous** matter, but not too **blunt** or **abrupt**.
- Keep the language **plain** and simple where possible.
- Refer to **sample** letters on the internet for further guidance. 

GLOSSARY

Gess the meaning

- State sth
 - straightforward
 - body
 - Subject matter
 - Spell sth out
 - tone
 - concise
 - To the point
- Relevant and without any extra information. Syn pertinent.
 - Expressed clearly and without using any unnecessary words.
 - The general attitude or feeling expressed in a piece of writing.
 - Explain the details of sth in a simple, clear way.
 - The ideas or information in a book, letter, painting, etc.
 - Uncomplicated and easy to understand. Opp **convoluted**.
 - The main part of a book, article, text, etc.
 - Write or say sth clearly or firmly.

GLOSSARY

Gess the meaning

- Superfluous
 - Without unnecessary details; clear.
 - An example, or small amount, of sth to show what all of it is like.
- Blunt
 - Saying what you think even if it offends or upsets people.
 - Unnecessary.
- Abrupt
 - Speaking or acting with few words and in a way that seems unfriendly or rude. Syns. Brusque, curt.
- Plain
- sample

Complete the dialogues with a suitable word

1. Did he say what he needed? – Yes, he _____ it very clearly.
2. Her tone is rather brusque, isn't it? – Yes, I find it rather _____ .
3. Did you find some model letters/ - Yes, I found some _____ letters on a website.
4. He should tell her the problem clearly. – That's right; he's got to _____ it out.
5. Did you enjoy the programme? – No, I wasn't interested in the _____ matter.
6. Was the complaint in the introduction? – No, I put it in the _____ of the letter.
7. Is that detail really necessary? – No, it's _____ .
8. Is the letter easy to follow? – Yes, it's very _____ .

Is the advice in the beginning similar to the advice you would give for formal letters in your own language? Where is it the same, and where does it differ?

USEFUL PHRASES FOR FORMAL LETTERS

OPENING A LETTER

I am writing to inform you that *I will be leaving at the end of June.*

(used for giving information)

I am writing to inform you of my intention (a plan to do sth) **to terminate** (end or stop sth) *my lease* (a legal agreement for renting a property).

I am writing to enquire whether...

(used for asking a question or making a request)

I regret to inform you that...(used for giving bad news)

I am delighted to inform you that...(used for giving good news)

I am writing in response to your appeal for (an urgent or sincere request for people to give money, help, etc.) **aid in...**

(used for replying to an advertisement, etc.)

Please accept my sincere (expressing what you really think or feel) **condolences** (the things you say to show sympathy when sb has just died)

(used for expressing apologies, sympathy, etc.)

USEFUL PHRASES FOR FORMAL LETTERS

OPENING A REPLY TO A LETTER

Further to our meeting last week,...

Following our conversation on 5 May,... used to refer to a previous conversation with the receiver, or a letter/email from them.

In reply to your letter of 7 July,...

With reference to your letter of 3 June,...

Thank you for your letter concerning...(syn. Regarding)

REFERING TO SOMETHING IN A LETTER

Please find enclosed a copy of... used to refer to sth in the body of the letter

As you will see from my CV, I... or included with it.

I would like to draw your attention to ... relevant to the subject of the letter.

CLOSING A LETTER

Should you require any further information, please do not hesitate to contact me.

(common used at the end of a formal letter or offer)

I would be grateful if you could contact me as soon as possible.

(used to make a request, or ask for action to be taken)

I look forward to meeting you. I look forward to hearing from you.

(used to end a formal letter)

TRY TO WRITE YOUR OWN FORMAL LETTER!