

# WRITING A FORMAL LETTER

**The Address of the person you are writing to**  
The inside address should be written on the left, starting below your address.

Dear Mr Brown  
Dear Ms White  
Dear Sir  
Dear Sirs  
Dear Madam  
Dear Sir or Madam

## Your Address

The return address should be written in the top right-hand corner of the letter.

Lotus INC  
22 Blue Street  
Paris  
W18 6DH  
Phone: 071 066 429  
7 January 2012

Peter Parker  
14 Plowden Road  
Torquay  
Devon  
TQ6 1RS

## Salutation or greeting:

1) **Dear Sir or Madam**, if you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name. 2) **Dear Mr Jenkins**, if you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

## Body of the letter

Dear Mr. Parker,

With reference to your letter of January 5<sup>th</sup>, we are sorry to inform you that we do not have any vacancies available at the moment. We are impressed with your qualification and work experience and will definitely consider your candidature when vacancies arise in future.

Please feel free to contact us again if we can help in any way.

Yours sincerely

James Mathews  
HR Manager of Lotus INC

## First paragraph

The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

## Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

## Ending a letter:

### 1) Yours faithfully

If you do not know the name of the person, end the letter this way 2) **Yours sincerely**

If you know the name of the person, end the letter this way 3) **Your signature**

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

## Common Phrases

*In my opinion  
From my point of view  
It appears that  
I believe  
I suppose  
At the same time  
Moreover  
On the other hand  
Nevertheless  
Even though  
It seems to me that  
Undoubtedly  
Therefore  
Firstly  
Secondly  
Finally  
At the same time  
Meanwhile*



# Formal Letter Writing Activity Esl

**SB Merriam**



## **Formal Letter Writing Activity EsL:**

**Letter Writing as a Social Practice** David Barton, Nigel Hall, 2000 This book explores the social significance of letter writing Letter writing is one of the most pervasive literate activities in human societies crossing formal and informal contexts Letters are a common text type appearing in a wide variety of forms in most domains of life More broadly the importance of letter writing can be seen in that the phenomenon has been widespread historically being one of earliest forms of writing and a wide range of contemporary genres have their roots in letters The writing of a letter is embedded in a particular social situation and like all other types of literacy objects and events the activity gains its meaning and significance from being situated in cultural beliefs values and practices This book brings together anthropologists historians educators and other social scientists providing a range of case studies that explore aspects of the socially situated nature of letter writing

Teaching ESL/EFL Reading and Writing I.S.P. Nation, John Macalister, 2020-10-01 The second edition of this bestselling text Teaching ESL EFL Reading and Writing is a fully updated and expanded guide for teaching learners at all levels of proficiency how to develop their reading and writing skills and fluency Practical and accessible this book covers a diverse array of language teaching techniques suitable for all contexts Updated with cutting edge research and theory the second edition is an essential and engaging text Key insights and suggestions are organised around four strands meaning focused input meaning focused output language focused learning and fluency development to allow teachers to design and present a balanced programme for their students Bringing together research and theory in applied linguistics and education the text includes useful examples and practical strategies and features new topics related to technology assessment and genre The second edition includes new tasks and further reading sections in every chapter Teaching ESL EFL Reading and Writing is designed for practising and pre service teachers of all levels and is ideal for certificate diploma masters and doctoral courses in English as a second or foreign language *Fifty Ways to Teach Business English: Tips for ESL/EFL Teachers* Marjorie Rosenberg, This handbook provides English language trainers with ideas for different situations different types of companies learners of different levels and for groups with widely varying focus points The activities have been designed to be as flexible as possible and can be adapted to cover specific areas The aim is to provide teachers not only with a handy guide of classroom tips but also a basis from which they can further develop ideas for their own classes and clients Topics include ideas for workplace vocabulary business grammar business writing charts graphs communication skills business skills using authentic materials and games and activities Both new and experienced teachers should benefit from the activities in the book and the connection to the real world of their learners **From Writing to Composing** Beverly Ingram, Carol King, 2004-04-19 Dear classmates Friends and relatives Staying in touch Sharing stories Three good ways Class publication Writing more writing better follow these steps Class statistics The perfect routine Great trips Info expo Exercise opinions Portraits of special people An armchair visit **A Writer's Reference with Resources for Multilingual Writers and ESL**

Diana Hacker, Nancy Sommers, 2011-01-21 This version of the best selling college handbook helps both resident and international students understand college expectations and develop strategies for improving their academic English and academic writing Written by an ESL expert this booklet includes plenty of helpful charts activities exercises and model papers along with notes about where to find additional resources online and on campus Resources for Multilingual Writers and ESL is also available in a packageable stand alone booklet ISBN 978 0 312 65685 0 Contact your sales representative or sales\_support@bfpublish.com for a copy

Multicultural Language Education Azamat Akbarov, 2014-09-26 Multicultural Language Education From Research into Practice is a collection of essays which will appeal to teachers of modern languages no matter the level of instruction The contributions highlight the latest developments of Foreign Language Teaching in the Balkan countries The field of Multicultural Language Education ensures that learners are engaged in the teaching and learning experiences These experiences will allow learners to successfully participate in a rapidly changing world where cross cultural understanding and intercultural communication skills are essential This book surveys current approaches and methods in foreign language teaching such as grammar translation language acquisition classroom management communication competence critical thinking skills and communicative language teaching It also contains research studies as well as educational experiences and proposals presented from different perspectives and backgrounds all of which are theoretically grounded with a clear and sound rationale Readers will find a variety of educational projects and research studies situated in specific educational contexts and in particular geographical locations

Writing Games Christine Pears Casanave, 2005-04-11 This work explores how writers from several different cultures learn to write in their academic settings and how their writing practices intersect with their evolving identities as students and professionals in academic environments

**Resources in Education**, 2001

**Thinking about going into teaching ESL/EFL/ESOL** Damian Johnstone, 2020-07-30 This short book is for you if you are considering going into the field of teaching English as a second foreign language whether English is your first native language or not I have written it with those who are contemplating pursuing English teaching ESL EFL or ESOL as a career option particularly in mind but it would also be of interest to individuals who might be thinking about engaging in English teaching on a short term or voluntary basis My purpose in writing this book is to help you decide whether or not teaching English as a second foreign language is something you might want to pursue Based upon my own experience of teaching English as a second language and my knowledge of the English language teaching field more broadly I discuss what it is like in practical terms to be an ESL EFL ESOL teacher what the job involves and what to expect beyond the practicalities to give some insight into how EFL teachers think about their task the skills qualities and knowledge needed to be an ESL EFL ESOL teacher the kind of opportunities available I also give some ideas about where to begin with getting into English teaching and I provide recommendations on how to find out more about the field Although the focus of this book is the teaching of the English language much of what is written will be equally

relevant to teaching any language So if English is not your first language and you are interested in teaching your native language to those who do not know it this book is for you too      *On Second Language Writing* Tony Silva,Paul Kei Matsuda,2012-12-06 *On Second Language Writing* brings together internationally recognized scholars in a collection of original articles that collectively delineate and explore central issues with regard to theory research instruction assessment politics articulation with other disciplines and standards In recent years there has been a dramatic growth of interest in second language writing and writing instruction in many parts of the world Although an increasing number of researchers and teachers in both second language studies and composition studies have come to identify themselves as specialists in second language writing research and teaching practices have been dispersed into several different disciplinary and institutional contexts because of the interdisciplinary nature of the field This volume is the first to bring together prominent second language writing specialists to systematically address basic issues in the field and to consider the state of the art at the end of the century and the millennium      *Teaching English as Second Language* Aarati R Mujumdar,2025-04-29 This multidisciplinary volume is a systematic well researched resource to help understand the methods and techniques of teaching English as a second language It integrates theory with praxis drawing on the Cognitivist Social interactionist theory and Constructivist approaches adopted in an English classroom It provides insights into recent trends in teaching given the changed teaching learning scenario in education while simultaneously aiding in the development of the 4IR skills much needed in the 21st century Written in an easy to understand language the book expounds on various language skills and their application in real world classrooms These classroom tested techniques can be used by teachers by modifying the context in which they are used The tasks help develop critical thinking and problem solving abilities in learners The techniques and practices elucidated in the book are designed to be accessible to a global readership This book will be useful to students pre service teachers and researchers who are new to the teaching of English Language It will also be an essential companion to practicing in service teachers and Teacher Trainers to further sharpen their concepts and skills      *Learning One-to-One* Paperback with CD-ROM Ingrid Wisniewska,2010-08-19 *Learning One to One* helps teachers take advantage of the opportunities of one to one teaching and also cope with its challenges Part 1 provides practical guidelines on teaching individual learners and looks at the roles a one to one teacher may have such as conversation partner or observer and listener Part 2 contains easy to use activities through which both teacher and learner can focus on the language the learner wants to learn Many of the activities include ideas for using technology and online resources which can help to develop language skills as well as being fun to use      *Lexical Phrases and Language Teaching* James R. Nattinger,Jeanette S. DeCarrico,1992-09-03 Presents a language teaching programme based on the use of prefabricated language The authors show that the unit of language they term the lexical phrase can serve as an effective basis for both second and foreign language learning      **The Functions of Written Language in the Development of Oral Language for Young (K-2)**

**ESL Students** Youb Kim, 2003      *Integrating Plain English into Writing Activities in the PhD Language Programme* Monika Śleszyńska, 2025-09-04 This book explores the intersection of writing theory language simplification and academic communication with a specific focus on integrating plain English into doctoral education Through five comprehensive chapters the book discusses essential topics such as the principles of effective writing the role of clarity and readability in academic texts and the significance of plain English for enhancing scientific writing skills Chapter 1 offers an overview of writing theory emphasizing key concepts that impact the clarity and readability of written texts Chapter 2 examines the importance of language simplification particularly in scientific publishing while Chapter 3 highlights writing challenges in target language classrooms with a focus on writing development In Chapter 4 the book provides the context for a groundbreaking empirical study justifying the use of plain English in PhD language programmes Chapter 5 presents detailed data analysis key findings and implications for future research demonstrating how the teaching of plain English enhances doctoral students writing skills empowers them as publishable authors and improves the overall quality of their scientific work Given the limited research on this topic in Polish educational settings this book is of interest to scholars and English language teachers in doctoral programmes      *Educational Neuroscience, Constructivist Learning, and the Mediation of Learning and Creativity in the 21st Century* Layne Kalbfleisch, 2015-05-28 The advent of educational neuroscience a transdisciplinary exercise emerging from cognitive neuroscience and educational psychology is the examination of physiological processes that undermine support and enhance the capacities to learn and create The physiological underpinnings of learning and creativity each impact human ability and performance and mediate the processes of becoming educated expert and valued Evidence of learning provides support to an ongoing canon process system field or domain while evidence of creativity results in an elaboration or departure from an ongoing canon process system field or domain Educational neuroscience extends a challenge to scholars from multiple contexts to engage in the characterization and exploration of human ability and performance in these realms The role of context both environmental and interoceptive is an integral part of efforts in educational neuroscience and in theories of constructivist learning to contribute ecologically valid insight to the pragmatic processes of learning and creativity Examination at this level of specificity is vital to our ability to educate and support human potential in the 21st century This Research Topic examines the neural basis of cognitive states and processes that influence knowledge and skill acquisition tied to the demonstration of human ability and performance across individual differences and in multiple contexts including STEM learning and the arts      *Forum*, 1980 A journal for the teacher of English outside the United States      Research-based Methods of Reading Instruction for English Language Learners, Grades K-4 Sylvia Linan-Thompson, Sharon Vaughn, 2007 This book is packed with dozens of field tested lessons for helping English language learners develop proficient reading skills      *Applied Linguistics and the Preparation of Second Language Teachers* James E. Alatis, Hans Heinrich Stern, Peter Strevens, 1983      Empirical Research on Semiotics and Visual

Rhetoric Danesi, Marcel, 2018-02-23 The study of symbols has long been considered a necessary field to unravel concealed meanings in symbols and images These methods have since established themselves as staples in various fields of psychology anthropology computer science and cognitive science Empirical Research on Semiotics and Visual Rhetoric is a critical academic publication that examines communication through images and symbols and the methods by which researchers and scientists analyze these images and symbols Featuring coverage on a wide range of topics such as material culture congruity theory and social media this publication is geared toward academicians researchers and students seeking current research on images symbols and how to analyze them

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