

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 5th, 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

Steve Jefferson, Bettye Sweet



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

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@bfpwpub.com for a copy

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

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

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

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 *Success Education* Steve Jefferson,Bettye Sweet,2005

This book provides strategies for educating learning disabled and English as a Second Language students Unlike a one size fits all curriculum where all students are expected to learn the same materials in the same way in the same amount of time differentiated instruction provides options This book uses an array of instructional strategies including multiple texts and supplementary materials reality learning games group investigations and flexible evaluation In addition Dr Jefferson and Ms Sweet s book provides a variety of lesson plans on differentiated instruction that will make any teacher s life easier This book is written to help both new and veteran teachers make classroom lessons engaging and fun again

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