

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

Martha Rapp Ruddell



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

Resources in Education ,2001 Literacy and Learning in the Content Areas Sharon Kane, 2017-07-05 The 3rd Edition of Literacy Learning in the Content Areas helps readers build the knowledge motivation tools and confidence they need as they integrate literacy into their middle and high school content area classrooms Its unique approach to teaching content area literacy actively engages preservice and practicing teachers in reading and writing and the very activities that they will use to teach literacy to their own students in middle and high school classrooms Rather than passively learning about strategies for incorporating content area literacy activities readers get hands on experience in such techniques as mapping webbing anticipation guides booktalks class websites and journal writing and reflection Readers also learn how to integrate children s and young adult literature primary sources biographies essays poetry and online content communities and websites into their classrooms Each chapter offers concrete teaching examples and practical suggestions to help make literacy relevant to students content area learning Author Sharon Kane demonstrates how relevant reading writing speaking listening and visual learning activities can improve learning in content area subjects and at the same time help readers meet national content knowledge standards and benchmarks Teaching ESL Writing Joy M. Reid, 1993 Written specifically for graduate students

studying to become teachers of composition this text provides well documented specific information about planning curricula developing syllabi for each level of language proficiency in an ASL writing program and day to day lesson plans for all levels of ASL writing classes The Functions of Written Language in the Development of Oral Language for Young (K-2) ESL Students Youb Kim, 2003 Teaching Writing in the Foreign Language Curriculum Claire Gaudiani, 1981 **Techniques in**

Teaching Writing Ann Raimis, 1983-12 Tactics for Listening is a comprehensive three level listening series that features high interest topics to engage and motivate students **A Guide to Writing in English as a Second Or Foreign**

Language Dan J. Tannacito, 1995 This bibliography offers English as a Second Language ESL and English as a Foreign Language EFL specialists and non specialists a listing of almost 3 500 works in the field of writing in ESL EFL at all educational levels from 1937 through 1993 It includes works focusing on how non native speakers write in English how they

learn to write in English how ESL and native English speaker NES compositions compare how English is taught in contexts where it is used as a second or foreign language and instructional materials developed to support writing in a second foreign language Citations include bibliographies monographs textbooks periodicals dissertations and some unannotated master s theses conference papers and Educational Resources Information Center ERIC documents An introductory section and a list of native languages addressed in the works precede the annotated entries Author and subject indexes are also included MSE

Applied Linguistics and the Preparation of Second Language Teachers James E. Alatis, Hans Heinrich Stern, Peter Strevens, 1983 **Writing & Technology** Sharon Franklin, 1992 **Teaching Content Reading and Writing** Martha Rapp Ruddell, 2004-01-27 With the passage of the No Child Left Behind Act and Increasing pressures on teachers to produce results true literacy is no longer optional all the more so in a technological world where adolescent literacy has become increasingly diverse and complex In this new edition of Teaching Content Reading and Writing Martha Rapp Ruddell provides you with the evidence based theories and practices you need to rise to the demand of today s schools and to make decisions about the most effective ways to teach today s learners Updated and revised in light of the evolving realities of adolescent lives and literacies Teaching Content Reading and Writing Fifth Edition offers a wealth of ready to implement ideas and features to help you achieve success in your classroom including Up to date discussions of adolescent literacies including digital literacies such as iPods pod casts IM and blogs Suggestions for content area instruction that supports the needs of all learners Centerpiece Lesson Plans that show you how to apply and adapt instructional strategies for specific content area lessons How To Do feature step by step instructions you can use to plan lessons Creating Strategic Readers Writers and Learners specific suggestions for helping your students take charge of their own learning and become confident learners Online Video Vignettes of real teachers teaching real students let you see how the strategies play out in the classroom Opening chapter classroom scenarios Double Entry Journal prompts end of chapter What This Chapter Means to You and other guides to connect what you learn to your own experience and classroom Book jacket **Analysis of Writing Activities in Korean English Textbooks** Moon-Jeung Chang, 2004 The Writer's World: Writing Process Lynne Gaetz, Suneeti Phadke, 2005-12 The Writer s World addresses the diverse needs of your students by meeting the needs of nonnative English speakers visual learners and students with varying skill levels Now The Writer s World addresses the diverse needs of instructors Prentice Hall is proud to offer The Writer s World Paragraphs and Essays in four individual volumes Developed to provide maximum flexibility for both instructors and students the volumes were created directly from the pages of The Writer s World Paragraphs and Essays by Lynne Gaetz and Suneeti Phadke Volume one The Writer s World Writing Process teaches students 1 how to formulate ideas Exploring 2 how to expand organize and present those ideas in a piece of writing Developing and 3 how to polish writing so that they convey their message as clearly as possible Revising and Editing The result is that writing a paragraph or an essay becomes far less daunting because students have specific steps to

follow Guiding Conceptions and Assessment Principles for the Praxis Series Carol Anne Dwyer, Lawrence J. Stricker, Nicholas T. Longford, Paul W. Holland, Rebecca Zwick, Xiang-Bo Wang, 1993 **Reading Process and Practice** Constance Weaver, 1994 Updated and revised this text begins with a discussion of the reading process New to this edition are chapters on characterizing whole language principles and practices and growing into whole language teaching of writing reading literature and theme study *Writing with Contemp Readings* EMC/Paradigm Publishing, 2000 Second Language Instruction/acquisition Abstracts , 1995 **McDougal, Littell English: Teacher's ed** Allan A. Glatthorn, 1988
Teaching to Diversity Mary Meyers, 1993 Beginning Advanced Teaching to Adversity is an invaluable teacher training resource book of classroom strategies for LEP students It offers a sound well developed theoretical base and a thorough overview of methodology in an easy to read format The author examines current approaches and practices in refugee and immigrant education as well as in integrated mainstream and ESL programs Practical innovative classroom tested strategies include integrating language teaching active learning process writing thematic planning cooperative learning student publishing and more Includes reproducible blackline masters for handouts and transparencies **English As a Second Language from Theory to Practice** Mary Finocchiaro, 1987-05

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