Knowledge Organiser Y10 ESOL – Informal/Formal letters – Autumn 2

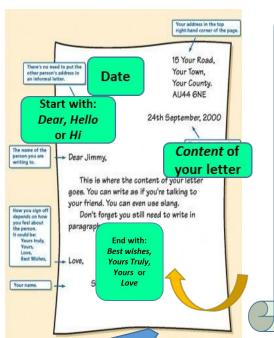
Section A - Key vocabulary

Section B - Informal Letter

Section C - Formal Letter







INFORMAL LETTER

- Address not always necessary
- informal language, chatty friendly style;
- > cohesive devices: 'First', 'Next', 'Furthermore', etc;
- > Greetings: 'Hi', 'Hello', 'Dear...'
- > use paragraphs;
- Ask questions
- Use of contractions: e.g. don't, can't
- > ending 'See you soon, 'Best Wishes', 'Bye for now', 'All the best', 'Love from'.

your address 967 Won Ting Road The address of Your the person address you're writing to Hong Kong date Date Your greeting Response: Confirmation of the IT Training Course in July I am writing because of your IT training for our staff, referring to your letter of for writing -Infortunately, we have to find an a ecause the participants are already Lamb and Max Lung but instead of David Green course. However Karen Lame does not have any kind of basic skill, so that she will need to be trained in the basics, too. I would be grateful if you could give don't use short forms her some extra lessons before the course starts. lay I remind you that we had agreed to have the course at our premises. I hope this is still acceptable. I would be grateful if you could give us any reduction on training in terms of further courses we plan to book. Sign off: 'Yours you have any further queries do not hesitate to contact me faithfully' or look forward to hearing from you soon. 'Yours This is Sincerely' 氏革角 where vou (Mr) Ching Le sign and Human Resou closing salutation print your choose Yours sincerely when your let name

FORMAL LETTER

Address and date in the top right of the page

- > use paragraphs;
- > formal language, no contractions:
- > cohesive devices: 'Firstly' 'Moreover', 'Finally', etc.;
- > greetings: 'Dear Sir/Madam.'
- > ending: 'I look forward to hearing from you soon'.
- Sign off:

'Yours Faithfully' (use this if you have started with 'Dear Sir/Madam').

'Yours Sincerely' (use this if you have started with the title and surname ('Dear Mr. Smith').

Dear / Hello / Hi ...(,) **Formal** Informal INTRODUCTION

Full sentences 🗸

Correct grammar and vocabulary 🗸

No contractions e.g. I would...

No idioms

Passive voice

e.g. The application form is complete.

No phrasal verbs e.g. To investigate

No abbreviations e.g. As soon as possible

No exclamation marks

No imperatives.

e g. You may complete the form.

Lack formal grammar and vocabulary

Contractions e.g. I'd...

Short sentences

Idioms e.g. On point (good)

Active voice

e.g. I completed the application form.

Phrasal verbs e.g. Look into

Abbreviations e.g. ASAP

Exclamation marks

Imperatives (start with a verb)

e.g. Complete the form

GREETING Common Phrases

- · It's great to hear from you...
- · I've been really busy recently
- · How are you? How are things (with you)? How's life? I hope you're fine.

REFERRING TO GOOD / BAD NEWS

- Glad / sorry to hear / read about I'm very sorry to hear / read about ..
- MOVING THE TOPIC ON
- . By the way, have you heard about ...
- · Tell me about ..
- · Anyway, the reason I'm writing ...
- · Got to go now! I've got to leave off now!
- · That's all for now. Hope to hear from you soon. / Keep in touch! SIGN-OFF
- Yours Best wishes / All the best
- Hugs / Love / All my love/ Take care
- Bye for now

Before you start writing think about the GAPS!

Genre - what are you

being asked to write?

Audience - who are

you writing for?

Purpose - what are you

trying to achieve?

Style - formal or

informal?

Purpose

Dear Mr. / Ms. / Mrs.

Persuade

Argue

Advise

Inform

Formal	Informal
That is	That's
Youhave	You've
You will	You'll
Youhad	You'd
How are	How're
I will	1'11
Come on	C'mon
going to	gonna
want to	wanna
got to	gotta
could have	coulda
cannot	can't

am not/are not ain't

Common Phrases

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