## Knowledge Organiser Y11 ESOL – Informal/Formal letters – Autumn 2

Section A – **Key vocabulary** 

#### Section B - Informal Letter

### Section C - Formal Letter

Your

address

967 Won Ting Road





1. Read/cover/write and self mark the meaning of words in **Section A.** 

2. Read / cover and self mark the spelling of words and phrases from

3. Use your bilingual dictionary and translate all new words from **Section** 

4. Extended Writing: Write a letter to a friend of yours to invite him/her

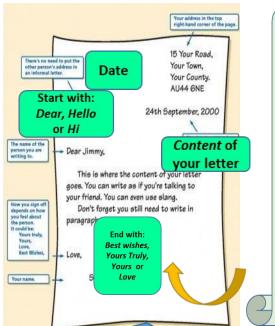
5. Extended Writing: Write a formal letter to your teacher to explain why

Section A, B and C.

to your birthday party. (use Section B)

you could not attend his/her class (use Section C).

A, B and C.



# 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'.

#### you're writing to Hong Kong 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 ecause the participants are already Lamb and Max Lung but instead of David Green course. However Karen Lamo does not have any kind of basic skill, so that she short forms her some extra lessons before the course starts ay 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

print your

Human Resou

## **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').

# GREETING Common Phrases Dear / Hello / Hi ...(,)

## INTRODUCTION

- · 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 ...
   ENDING
- Got to go now! I've got to leave off now!
   That's all for now. Hope to bear from your
- 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

closing salutation

choose Yours sincerely when your let Dear Mr. / Ms. / Mrs.

your address

The address of

the person

Persuade

Argue

Advise

Inform



Formal	Informal
That is	That's
You have	You've
You will	You'll
You had	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
	I

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