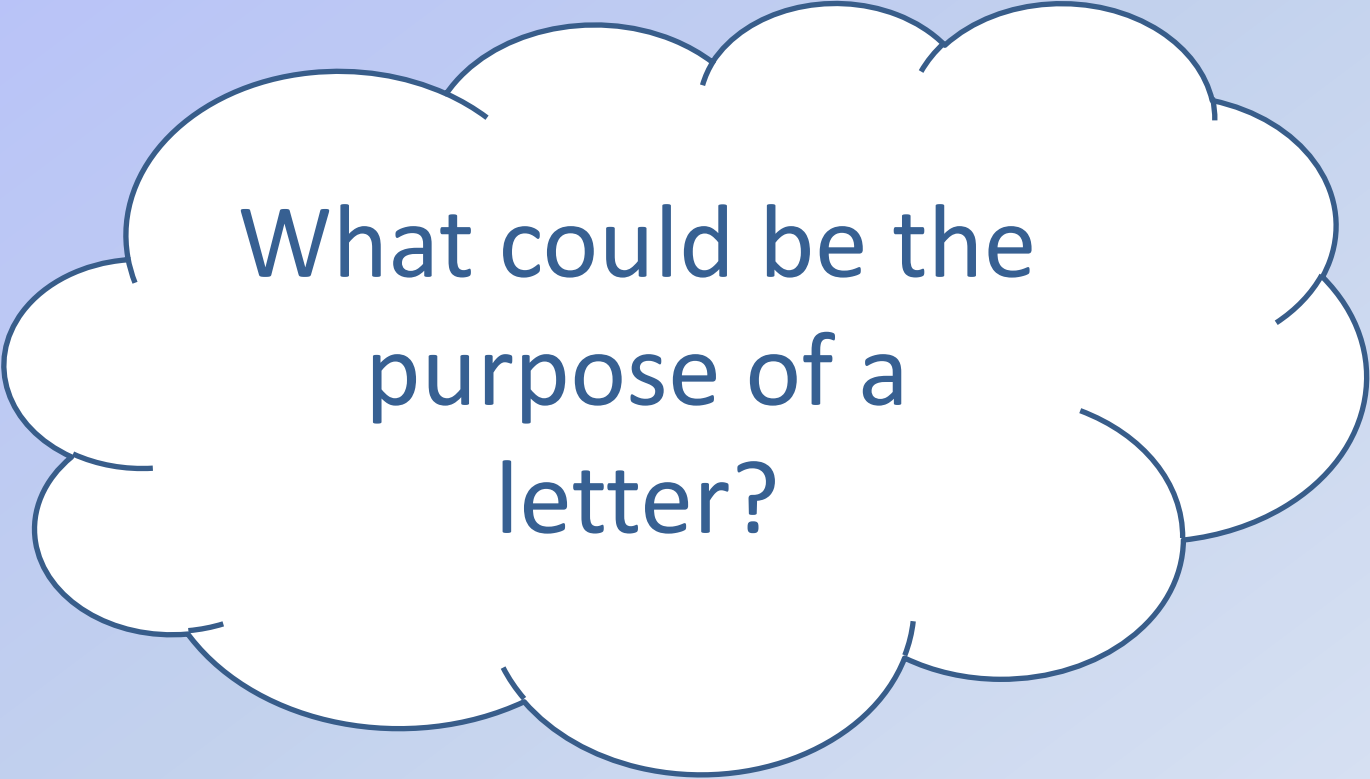


Communication

How can we
communicate with
other people?

Purpose of a Letter



What could be the purpose of a letter?

Letter vs. Email

What are the differences between writing a letter and sending an email?

Letter vs. Email

Why do people still
send letters when
email is quicker and
cheaper?

Features of Letters

Letters have some common features – features that are found in all letters.

These can be to do with structure or language.

Writing Letters

STRUCTURE

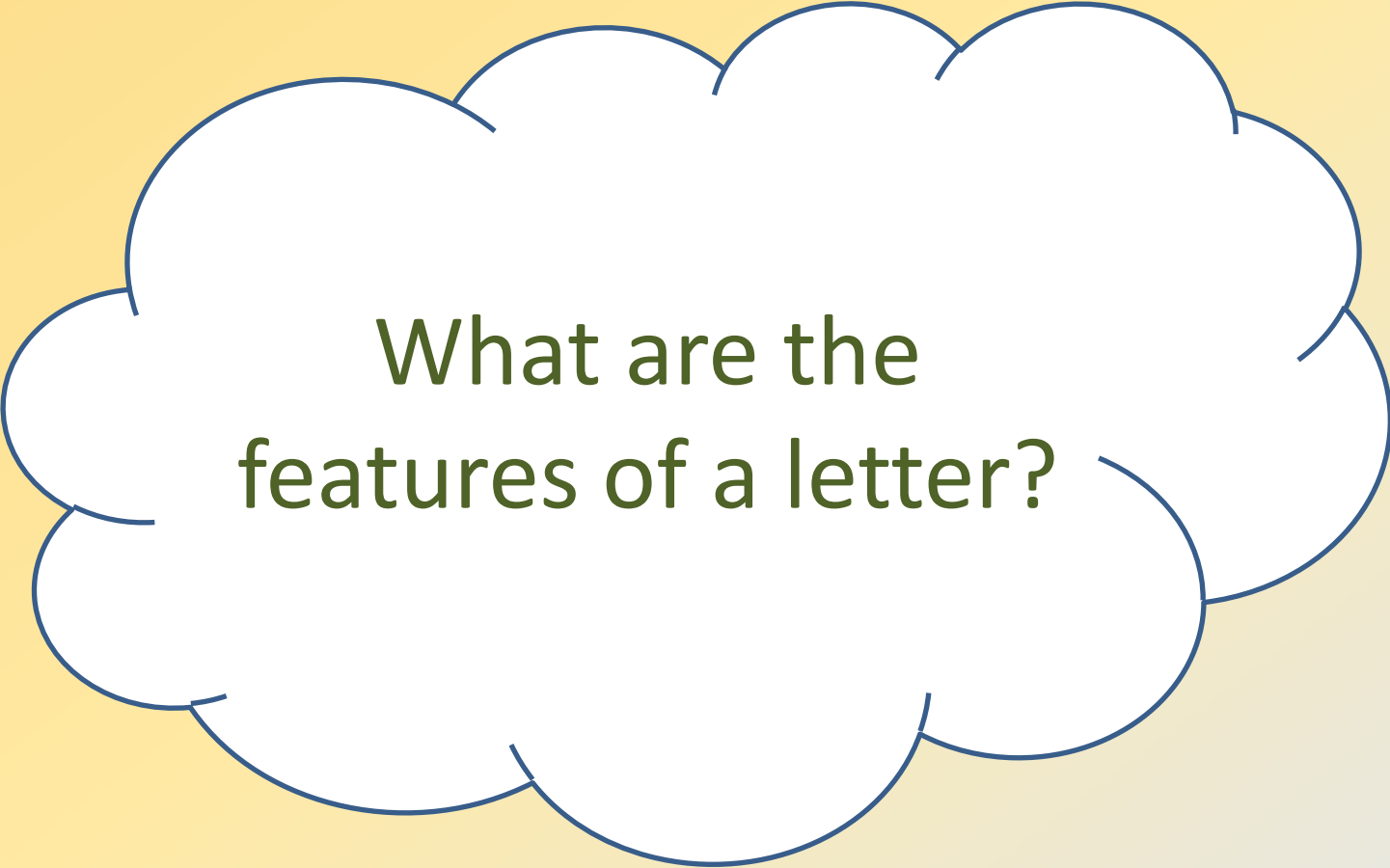
Structure is how a text is organised, for example some text types have a headline, some always have a conclusion. Are they written in a particular format?

Writing Letters

LANGUAGE

Language is how a text is written. Some use **formal** language, others use **questions** or lots of **description**. The **tense** and **person** a text is written in is part of the language.

WALT : Use the structure of a letter



What are the
features of a letter?

14 Green Road
Hilltown
Derby
4th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue and I've been told that you will be able to help.

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 30th of May in the morning.

I hope that you will be able to provide me with these items at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

ADDRESS

Write your address at the top right.

14 Green Road
Hilltown
Derby

30th May 2012

I would like to order some meat for my Jubilee barbecue, and I've been told that you will be able to help.

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 4th of May.

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby

30th May 2012

Date

Write the date underneath the address. barbecue, and I've

Could we have six kilograms of beef mince, ten chicken breasts, fifty sausages (pork and herb is fine) and two dozen lamb kebabs? I would like to collect my order on the 4th of May.

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've been told that you are able to help.

GREETING

Could

fifty

I would

I hope

If you know the person well : Dear George

If you know the person's name : Dear Mr. Baker

If you don't know their name : Dear Sir or Madam

could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've been told that you will be able to help.

Could we have ten kilograms of beef mince, ten chicken breasts, fifty sausages (any brand is fine) and two dozen lamb kebabs?

I would

OPENING

I hope
could
Yours
Mr. F

Tell the reader WHY you are writing :

I am writing to complain about...

I would like to know...

I am writing to you because...

14 Green Road
Hilltown
Derby
30th May 2012

CONCLUSION

Mention what you are writing for again. If you want something to happen after the person reads your letter, tell them.

Dear Mr. ...
I would like to ...
become ...
Could you ...
fifty sausages ... (is fine) and two dozen lamb kebabs!
I would like to ... my order on the 4th of May.

I hope that you will be able to help at such short notice. Please could you phone me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

14 Green Road
Hilltown
Derby
30th May 2012

Dear Mr. Johnson,

I would like to order some meat for my Jubilee barbecue, and I've been told that you are the best person to contact for this.

CLOSE

Could you please let me know if you are family or good friends : Love from
If you know the person's name : Yours sincerely
If you don't know their name : Yours truly

I hope that you can help me to help at such short notice. Please
could you please call me on 241532 to confirm as soon as possible.

Yours sincerely,
Mr. Fred Brown

Formal or Informal

I want to tell you...

It's going to be great!

This event will be memorable

I wish to advise you that...

I need you to...

Thank you very much

Thanks a lot!

I've just noticed that...

It has come to my attention...

It would be a great help if you would...

WALT : Write a letter to give information

Address

Date

Greeting

Opening – tell them who you are and why you are writing

Main text in PARAGRAPHS

Conclusion

Close

