

Cambridge IGCSE - English as a First Language

Formal Letter Writing

9th grade

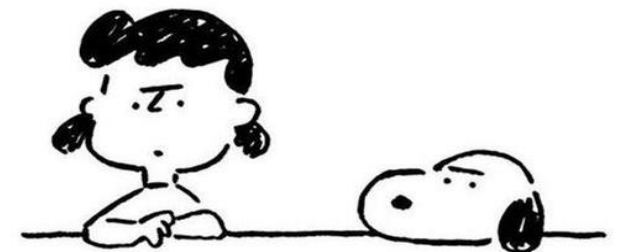
What is leaflet?

A printed sheet of paper containing information or advertising and usually distributed free.

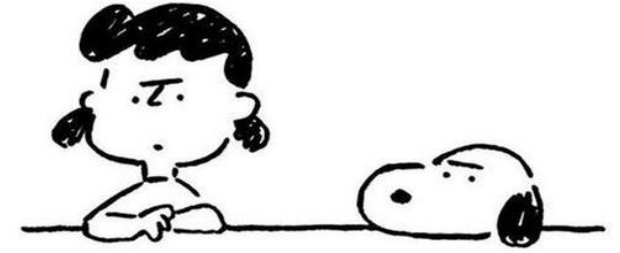


Formal letter

- Its aim is usually to PERSUADE.



Formal Letter Structure



Dear Madam/Sir (or the official position)

or

Dear Mr/Ms (Surname) (If you know his/her name)

- **Section 1:** Reason for writing/topic of letter
- **Section 2:** Background to and details of request/complaint/issue
- **Section 3:** Conclusion, thanks, prediction, advice warning

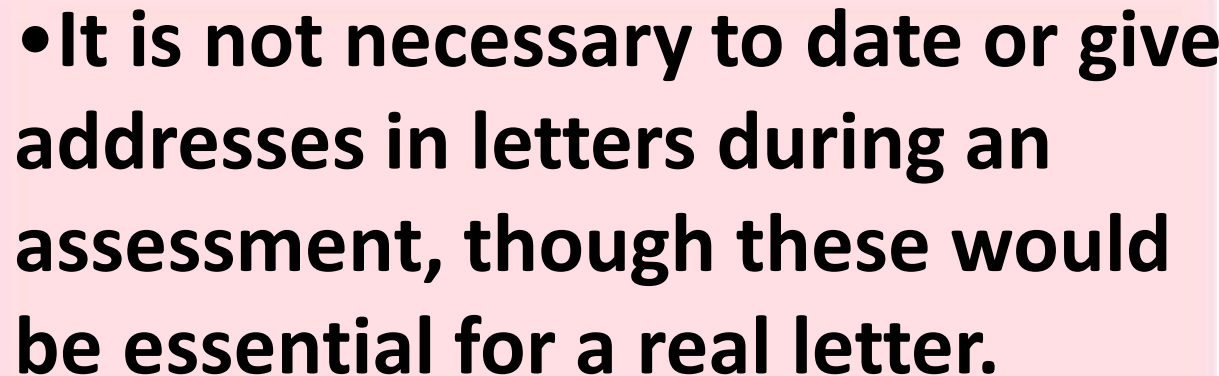
Yours faithfully (If you have not addressed the recipient by name)

or

Yours sincerely (If you have addressed the recipient by name)

You would use this format when writing for official or business purposes, or to someone whom you have never met.

- Formal letters differs from informal letters in register and in having a clear and conventional structure: usually one paragraph per section, although the middle section can extend over two or three paragraphs.
- The tone of a formal letter is impersonal and polite – even when complaining – and the expression is formal and mature (i.e. using complex sentences and without contractions, abbreviations, or colloquialisms).



- **It is not necessary to date or give addresses in letters during an assessment, though these would be essential for a real letter.**

Register in writing:

- **The way grammar, words, and expressions** are selected for a piece of writing to make it appropriate for its intended context.



Read the example of letter text and analyze how the example of a letter text applies the formal letter structure/format.

Pg. 21



19 Aetos Street
Kifissia
Greece

Kyriakos Kyriakou
General Manager
Aegean Aviation
Kato Trimithia

16th Feb 2018

Dear Mr Kyriakou,

I am writing to you, as the owner of Aegean Aviation flying school, to report a dangerous situation which occurred yesterday. I am a member of the club and have been taking regular flying lessons, weather permitting, for the last four months, with your instructor, Lucas Antoniou. I have recently flown solo for the first time and I was practising circuits yesterday morning. On my fourth approach, I was shocked when another aircraft cut in front of me, dangerously close, when I was only 100 feet above the ground. I nearly collided with the other aircraft and had great difficulty in retaining control of plane, but did manage to perform a go-around and subsequently land safely.

I immediately went up to the control tower to report the near-miss but the on-duty controller admitted that he had been talking to someone at the time and had not witnessed the event. I then spoke to my instructor, who had been in his office and had also not seen what happened.

Despite my shock I was able to identify the aircraft involved as another machine belonging to the flying club, and I established that it was being flown by another of your instructors, Andreas Panayiotou, at the time.

Although it seems that no third party saw what happened, I am in no doubt that Mr Panayiotou was flying dangerously and with disregard for the safety of other pilots. I therefore urge you to speak to Mr Panayiotou, give him a warning about his dangerous conduct, and ask him to apologise to me. Otherwise, I shall have no option but to report the incident to the aviation authorities, which would formally investigate the failures of your club.

I look forward to hearing from you soon.

Yours sincerely,

Yiannis Georgiou

Task C7:



WRITING FOCUS

Draft:

Write a letter about 300 words to a local newspaper after an extreme sports incident has been reported in your area.

Try to persuade readers to sign a petition calling for the sport to be banned for being too dangerous.

Begin 'Dear Editor'. Use the ideas you collected in Task A1. Use the text in Task C7 as a model of style and structure.



Discuss these questions with your partner.

Task A1:

1. How would you define 'extreme sports'?
2. What examples can you think of?
3. What kind of people participate in them?
4. What makes these sports attractive?
5. Which ones would you consider doing or refuse to do?



Homework + Announcements



1. Finish writing the formal letter. Send me your edited and revised version to the TEAMS. (9a- FLE)



2. Study for the exam.



3. Take the quiz for attendance (on FRIDAY).

Unit 2. Directed writing 1

09:60



Writing style choices LMS



00:40



QUIZ- Writing style 3xp



00:30



The Big Chill (Writing Style Choice)



01:19



Journal Entry LMS



00:40



QUIZ - Journal and Diary 3xp



00:30



Formal Letter



00:40



Formal letter 2 LMS



01:19



QUIZ - Formal letter 1xp

00:30



Article Reading: A Rock and A Hard Place



00:40



Blog and Article LMS



00:40



Informal letter LMS



00:40