

Writing letters and emails



Thank you note

postcard

email

text message

apology

diary entry

reminder



1 Hi Pete.
Can't come 2
drama club
2nite. Can u
tell Mr Barnes?
Thanks! Amy

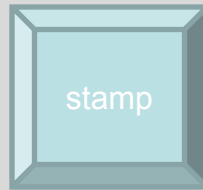
2 Emma
Forgot to give back
Money I borrowed –
Sorry! Will give you
Next time!
Lucy

3
Dear Andy,
Just a note to say
thanks for present.
Really needed new
tennis racket.
See you soon,
Ryan
P.S. Ann says hi!



4

5 Dear Sally,
Having great time
here in Wales!
Weather amazing
so much to do here!
Went sailing yesterday
Can't wait to show you
Lane
photos. See you next
Week!
Buckinghamshire
Love,
Jo



Sally Webster
14, Church
Eynesbury

6
Don't forget to tell Lucy –
PIANO LESSON
CANCELLED TODAY-
Thurs.
6.30 instead.
Call MR LUCAS!

Formal letters/emails

Formal letters/emails are written in a formal style to people in official position e.g. a manager, who you haven't met before or who you don't know well.

Which letters are formal?

- **A** a letter of complaint to a course director
- **B** an email accepting you friend's invitation to a barbecue
- **C** a thank-you letter to your aunt
- **D** an email to a hotel owner asking for the return of some lost property
- **E** a letter to your friend telling her about a recent job interview you had
- **F** an email requesting information about an event
- **G** a letter making arrangements for a visiting speaker to come to a college

Home Appliances

10, Vozdvizhensky str, Moscow, Russia

Tel. 9453589 Fax. 9453590

Sales manager

Nokia company

Finland

Tampere

Visiokatu 4

1st December, 2011

Dear Sirs,

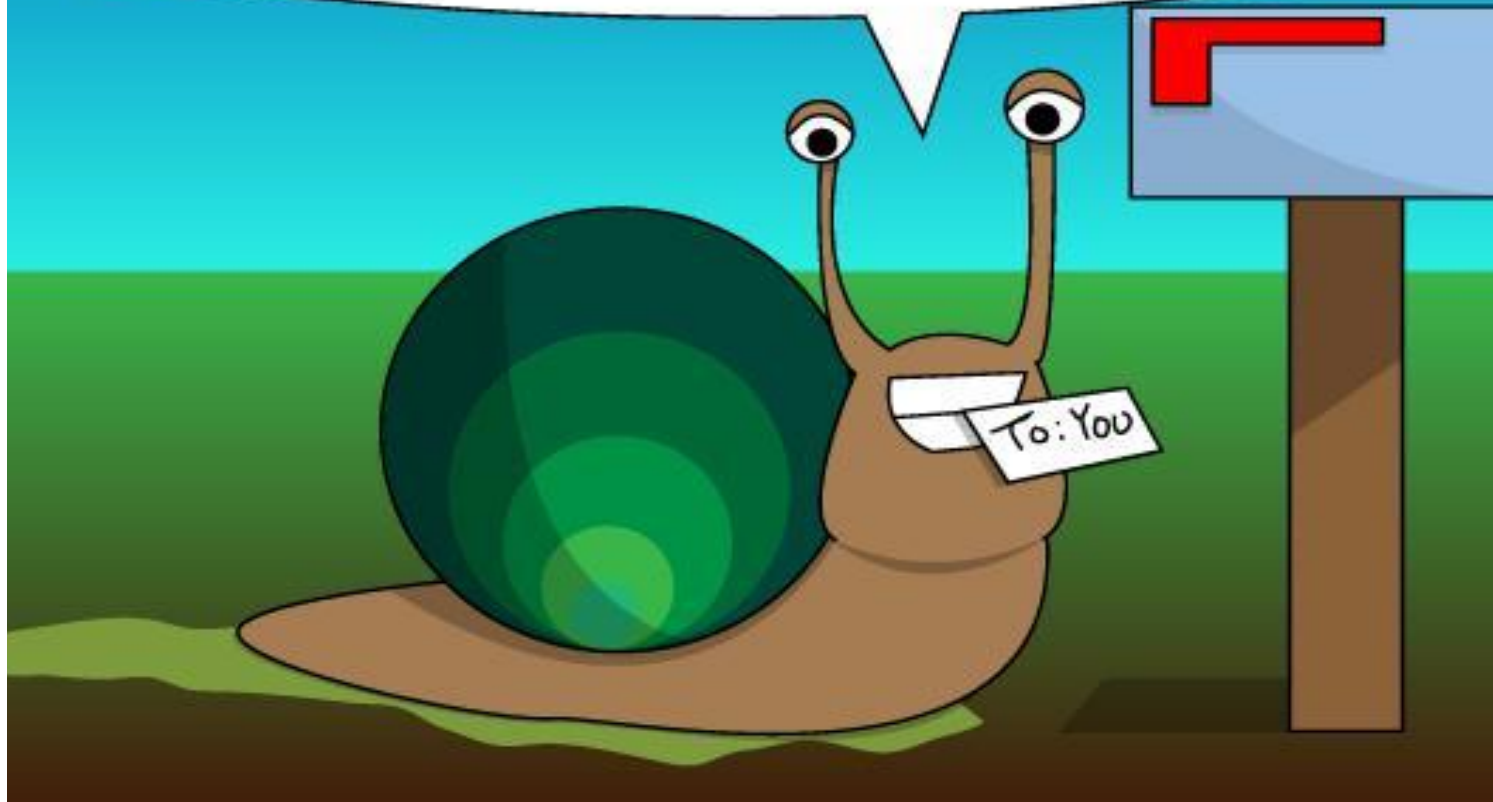
We have seen your advertisement in the Internet and we are interested in range of smartphones. Please send us your latest catalogue and price-list. As we place big orders we expect quantity discounts. We look forward to hearing from you.

Yours faithfully,

Vladimir Sokolov

Import manager

Sorry this is so late



Letters are snail-mail

An email should consist of:

- a formal greeting
- a first paragraph
- a main body
- a final paragraph
- a formal ending

1. Yours faithfully
2. We look forward to hearing from you.
3. We have just read your advertisement in «Daily Post».
4. Dear Mr. Wilson,
5. Could you send us your catalogue and price –list.

Dear Sirs,

We have seen your advertisement in the Internet and we are interested in range of smartphones.

Please send us your latest catalogue and price-list. As we place big orders we expect discounts.

We look forward to hearing from you.

Yours faithfully,

Vladimir Sokolov
Import manager

Home Appliances
10, Vozdvizhensky str, Moscow, Russia
Tel. 9453589 Fax. 9453590

a formal greeting

Dear Sirs,

Dear Mr. Wilson,

a first paragraph

We have seen your advertisement in the Internet

We have learn from ...

a main body

Could you send your...

Please send us your catalogues and...

a final paragraph

We look forward to...

a formal ending

Yours faithfully

Yours sincerely