

WRITING SKILLS



FORMAL AND INFORMAL STYLES

*FORMAL STYLE IS
APPROPRIATE*

A composition
A report
A letter to somebody you do
not know personally
A story

*INFORMAL STYLE IS
APPROPRIATE*

A letter to your friend
An article for your school
magazine
Direct speech in a story



INFORMAL WRITING EXAMPLES

Contractions

There's something else I've got to tell you

Informal set phrases

Thank you for your letter

Informal greetings in letters

Dear Sam

Incomplete sentences

Great news about your brother

Phrasal verbs

'go on' instead of 'continue'

Informal connecting words

Well, I think that's all I wanted to say

FORMAL WRITING EXAMPLES

No contractions

I do not think there is an excuse for the treatment I received

Formal set phrases

I look forward to hearing from you

Formal greetings

Dear Sir, Madam, Dear Mr/Mrs

Complete sentences

We should consider redoing the shop window display

Use of passive voice

The local sport centers were opened in the last ten years

Formal connecting words

In addition to this, many people feel that the police are underfunded

USEFUL PHRASE REFERENCE

INFORMAL LETTER

Greetings

Dear + first name

Asking about them

Hi! How are things? How's it going?

Referring to the news

Great news about... Glad to hear that...

Giving news

Listen, did I tell you... You'll never believe what...

Making suggestions

Why don't you..? Maybe you could...

Closing expressions

Well, got to go now. See you soon.

Signing off

Love, Lots of love, Yours,

Name

your first name



USEFUL PHRASE REFERENCE

FORMAL LETTER

| | |
|----------------------------------|--|
| <u>Greeting</u> | name unknown: Dear Sir/Madam name known: Dear Mr../Dear Mrs.../Dear Ms... |
| <u>Reason for writing</u> | I am writing to.. I am writing with regards to... |
| <u>Asking questions</u> | I would be grateful if.. I wonder if you could... |
| <u>Referring to their letter</u> | As you started in your letter.. Regarding/Concerning.. |
| <u>Closing expressions</u> | I look forward to hearing from you. |
| <u>Signing off</u> | If Dear + name :Yours sincerely, if Dear Sir/Madam: Yours faithfully, Dear+name: Yours |
| <u>Name</u> | your first name + surname |

USEFUL PHRASE REFERENCES

LETTER OF APPLICATION

Greeting

name unknown: **Dear Sir/Madam**

name known: **Dear Mr../Dear Mrs../Dear Ms +name**

Reason for writing

I am writing to apply for the post/position of

**I am writing with reference to your advertisement,
which I saw...**

Your experience

I gained some experience...My qualification include..

CV

Please find attached my CV...

Closing expressions

**I look forward to hearing from you. Please do not
hesitate to contact me if...**

Signing off

if Dear=name: **Your sincerely**, if Dear Sir/Madam:

Yours faithfully, Dear+=name:**Yours**

Name

your first name + surname

A LETTER

Dear Rudik,

Thanks for your letter. Cambridge sounds great! I'm really glad you've having a good time. We all miss you here.

Yeah, buying a computer sounds a very good idea. It's a much better idea getting a laptop, as it's so easy to carry around.

Also, if you're going to be using it for essays, you'll definitely need a word processor and printer. You'd have to pay extra for them.

Anyway, that's what think. Let me know which one you decide to get. Happy shopping! So, take care, work hard (but not to hard) and see you soon.

Bye!

Emma



A LETTER

Dear Ms Turner,

I am writing in response to your advertisement for tour guides, which I read in the 'Reporter' on 11th June. I would like to apply for one of the advertised positions.

I am very interested in modern art and would welcome the opportunity to inform visitors to the gallery. I have previously worked in a local museum, as you can see from my attached CV.

I also believe I have the personal qualities and qualifications necessary for this position. I speak French as my first language and recently passed the Cambridge First Certificate in English examination with 'A' grade.

Should you require any further information, please do not hesitate to contact me. I am available for interview at your convenience.

Yours sincerely,
Paul Bishop



A FORMAL LETTER

Reservations Manager
Calton Hotel
78 Park Lane
Bristol
June 16

Dear Jack/Sir or Madam

I am writing/This is just a note to confirm a reservation that **was made/I asked you for** this morning by telephone. This reservation, for **a couple of/two** nights, is for **me/myself**, David Cook.

I want/would like a room with a bathroom. **I will be attending/I'm going to pop into** The Trade Fair that **is being held/is going on** in Bristol that week.

It is all right/Would it be possible for me to have a room at the back of the hotel?

Thank you/Thanks for sending me the brochure **about/regarding** your conference facilities. **Unfortunately/I'm sorry I can't give you/I am unable to provide you with** any definite dates **at the moment/now,as/because** we have yet to **finalize/sort out** the details of our sales conference. **But/However, I will contact/ I'll drop a line** as soon as I can/possible.

I look/I'm looking forward to meeting you on 12 July.

Best wishes/Yours faithfully,

David Cook.



CURRICULUM VITAE

A. PERSONAL DETAILS

Name_____

Address_____

Telephone_____

Date of birth_____

Nationality_____

B. EDUCATION

Qualification_____

Languages_____

C. WORK EXPERIENCE

D. PERSONAL QUALITIES

**Part-time/weekend
SALES ASSISTANT
for city gift shop**

**Must be trustworthy
and have a friendly
sociable personality.
Would suit a student.**

**Please apply in writing to:
Simon Willis, PO Box 234**

HOW MANY BROTHER AND SISTERS YOU HAVE
PREVIOUS WORK EXPERIENCE
HOW MANY GCSe/OTHER QUALIFICATION YOU HAVE
WHERE YOU SAW THE ADVERT
WHAT YOU LOOK LIKE
WHY YOU ARE INTERESTED IN THE JOB
WHAT PETS YOU HAVE
YOUR POSITIVE QUALUTUES
NEGATIVE THINGS ABOUT YOUR PERSONALITY
WHEN YOU ARE AVAILABLE FOR AN INTERVIEW
WHEN YOU COULD START WORK
WHAT LANGUAGES YOU SPEAK
YOUR AGE
WHAT YOU DO/WHAT ARE YOU STUDYING

A LETTER OF APPLICATION

28 Leahurst Rd
York
YK13 SNL
14th September

Dear Mr Willis,

I am writing to apply for the position of Part-Time Sales Assistant which I saw in the newspaper I bought while I was walking my dog , Pedro, yesterday.

I am 16 years old, I am tall and I have got long brown curly hair. I have got one sister, who I get on with very well.

Although I don't have any experience of working in a shop, I want to work for you. I have had a regular baby-sitting job for a year now. I am trustworthy and reliable, but I can sometimes be a little impatient and moody.

I'm free to start from July. I finish my exams at the end of May so I can't wait to hear from you.

Yours sincerely,

A. Leary

Andrea Leary



Write a letter of application (100-150 words) choosing the following adverts

WANTED :

Receptionist's to work in doctor's surgery at weekends.

Would suit teenager who wishes to learn about medicine as a possible career.

Please apply in writing to
Dr BROWN, Harley Road.

WANTED :

ENERGETIC AND CONFIDENT
Summer WAITERS/WAITRESSES

June-August

Languages & experience working with people an advantage.

Send CV and letter of application to : Mr Brown, The Blue Whale Restaurant, 17 White Road, Dover

CHECKING YOUR WRITING

- Always check that your writing is consistent with your purpose. In your letter of application, check that:
- You have painted a good picture of yourself
- Dates, qualifications, experience are consistent
- There is no irrelevant information included
- It is easy for the reader to follow

GOOD LUCK !!!



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