

Letters/Emails based on written input



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- Are letters that respond to written information.
- This information may be in the form of adverts, letters, invitations, notes, as well as visual prompts such as maps, drawings.



ALEX FITNESS
60 КЛУБОВ

РУССКАЯ ФИТНЕС-ГРУППА
World Class
Физкульт

60 КЛУБОВ

FITNESS HOUSE
49 КЛУБОВ

X-FIT
33 КЛУБА

STRATA
RARTNERS
27 КЛУБОВ

ZEBRA
30 КЛУБОВ

ПЛАНЕТА
FITNESS
22 КЛУБА

Transactional letters can be of any type

- Letters of complaint
- Letters of apology
- Letters applying for a job
- Letters giving/asking for information

The style of writing can be

- Formal
- Semiformal
- Informal

Depending on who you are writing to.

PLAN

- INTRODUCTION

Para 1: opening remarks, reason for writing

- MAIN BODY

Para 2&3: your questions

- CONCLUSION

Para 3: closing remarks

Requesting Information

- You can use direct or indirect questions
- Direct questions are quite common in informal letters.
- indirect questions are normally used in semi-formal or formal letters