



# WRITING A FORMAL LETTER

# ADDRESSES

- **Your address:**
  - The return address should be written in the top right-hand corner of the letter.
- **The address of the person you are writing to:**
  - The inside address should be written on the left, starting below your address.



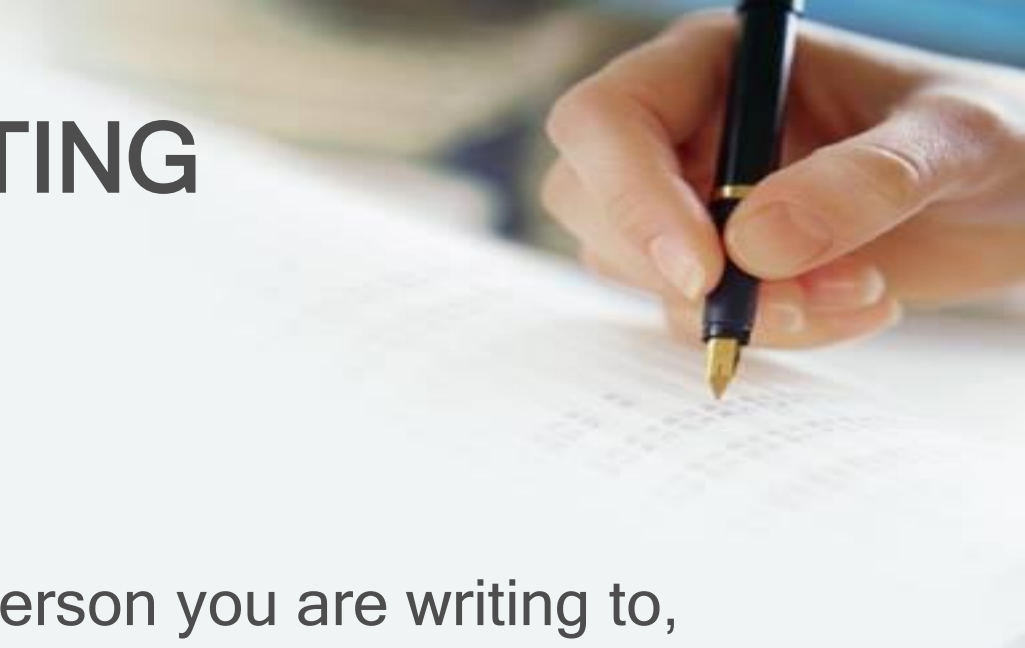
# DATE

- Different people put the date on different sides of the page. You write this on the right or the left on the line after the address you are writing to. Write the month as a word.

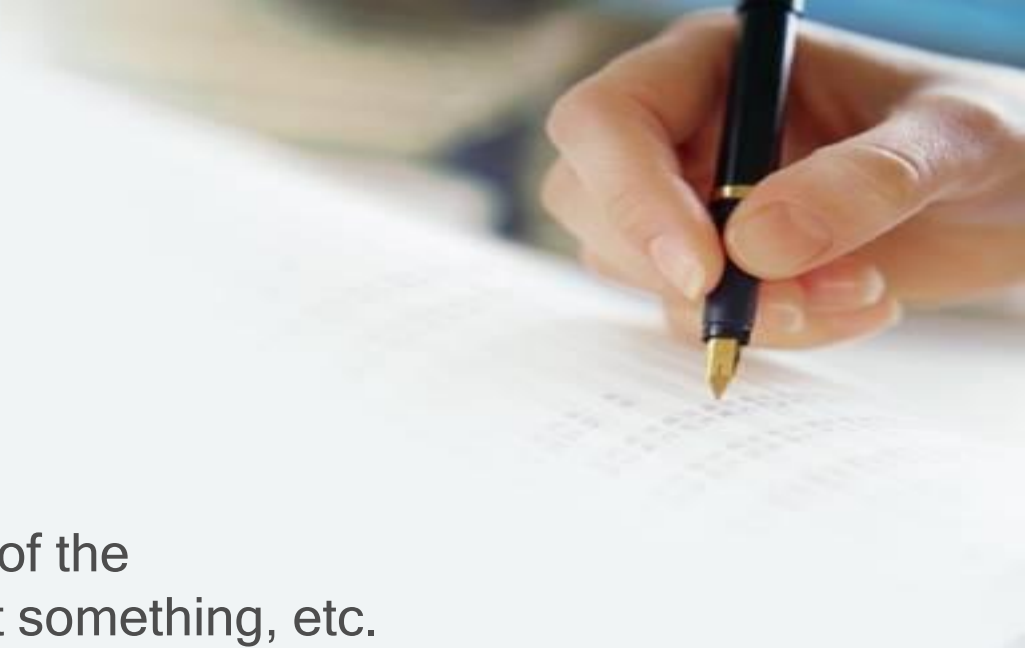


# SALUTATION OR GREETING

- **Dear Sir or Madam,**
  - If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.
- **Dear Mr Jenkins,**
  - If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.



# CONTENT OF A FORMAL LETTER



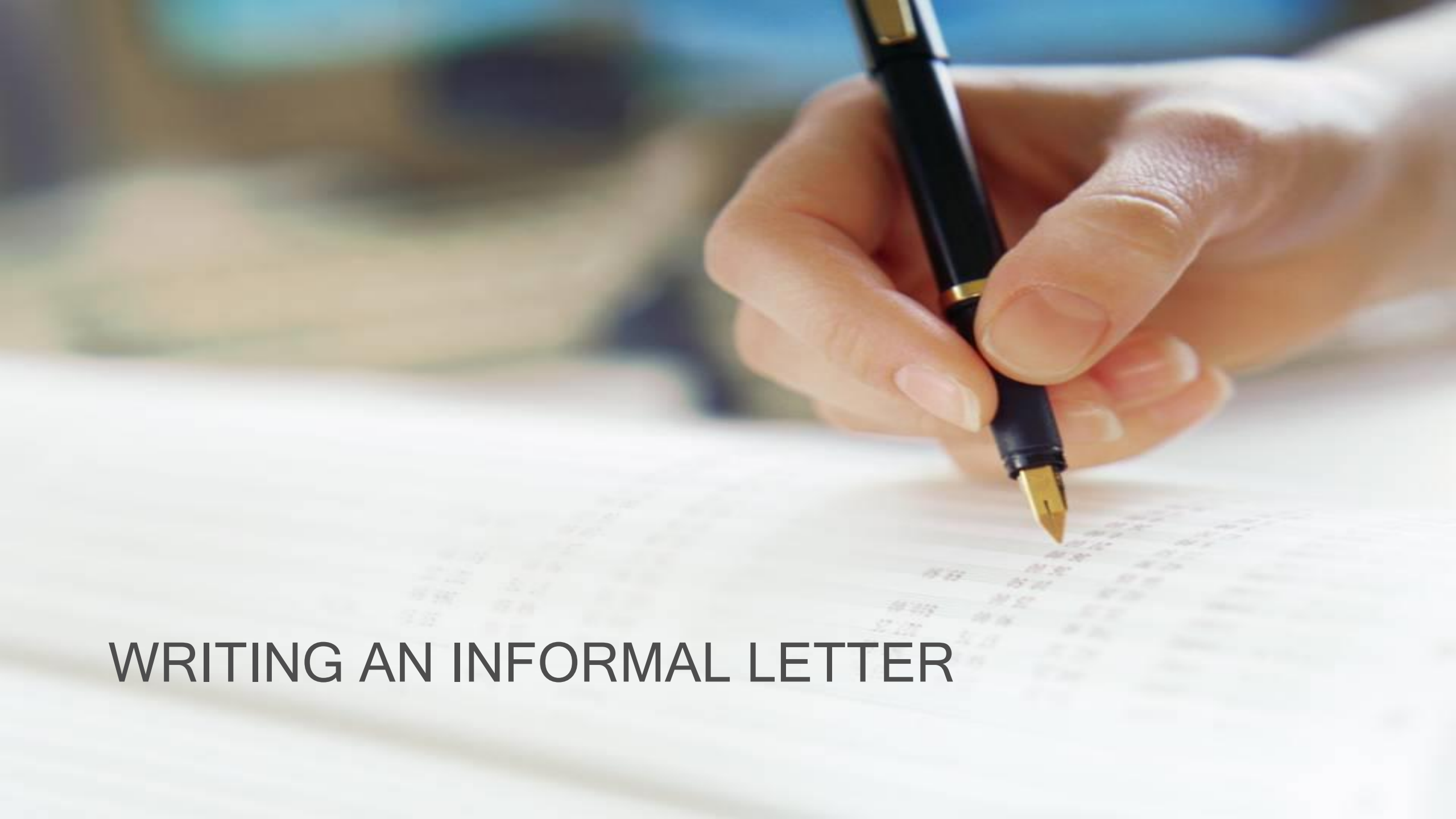
- **Introduction:**
  - A short introduction that states the purpose of the
  - letter to make an enquiry, complain, request something, etc.
- **The body :**
  - (2 : 4 paragraphs) that contains the relevant information. Most letters in English are not very long, so keep the information to the essentials and concentrate on organizing it in a clear and logical manner rather than expanding too much.
- **The conclusion:**
  - The final paragraph (suggested action to be taken, closing remarks, express understanding, promises, etc.



# ENDING A LETTER

- **5.1 Yours faithfully:**
  - If you do not know the name of the person, end the letter this way.
- **5.2 Yours sincerely:**
  - If you know the name of the person, end the letter this way.
- **5.3 Your signature:**
  - Sign your name.





## WRITING AN INFORMAL LETTER



# Beginning a letter

The style for the letters is that  
Everything should be aligned to the  
left. In the next slide, the details that  
should be the top left corner are  
shown.





# Details in the top left corner

**Blk 270, Tampines st. 21,  
#06-159,  
Singapore 520270**

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***Dear Malathy,***

*(Block and street name/no)*

*(unit no. if any)*

*(postal code)*

*(leave a line here)*

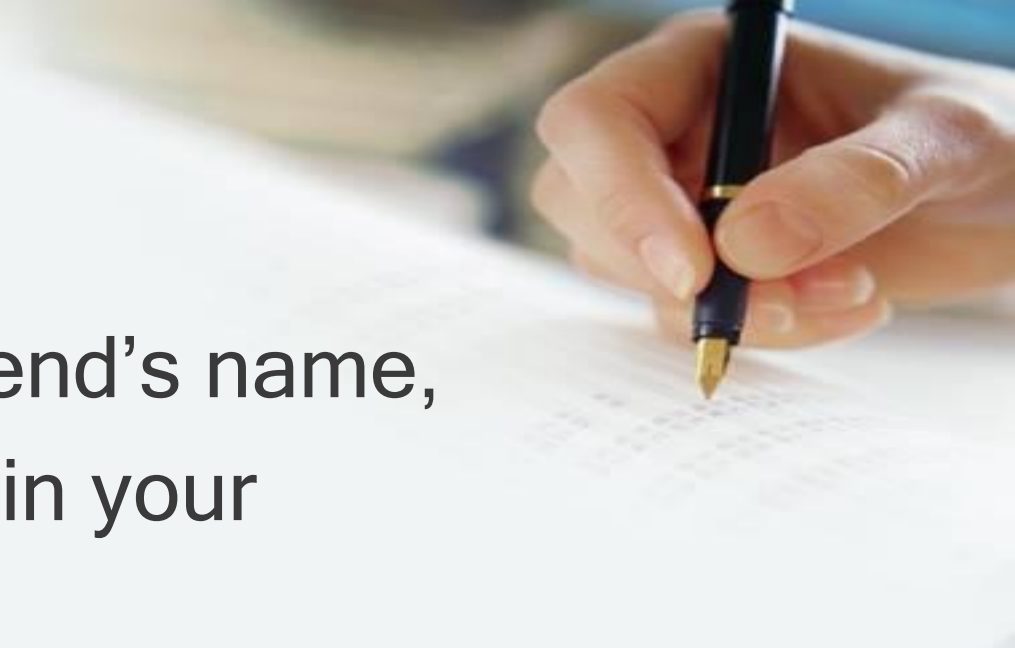
*(dear followed by your friend's name)*



# Beginning the letter

After the Dear and your friend's name, go to the next line and begin your letter.

You're writing to a friend or relative so you can be *chatty* and *friendly* in your opening paragraph.



# Body of letter

- Write about 2, or 3 paragraphs on what you wanted to convey.
- Make sure the contents are relatable and easy for the reader to understand.



# Ending off

I hope to hear from you soon!

*(leave a line here)*

***Yours truly,***

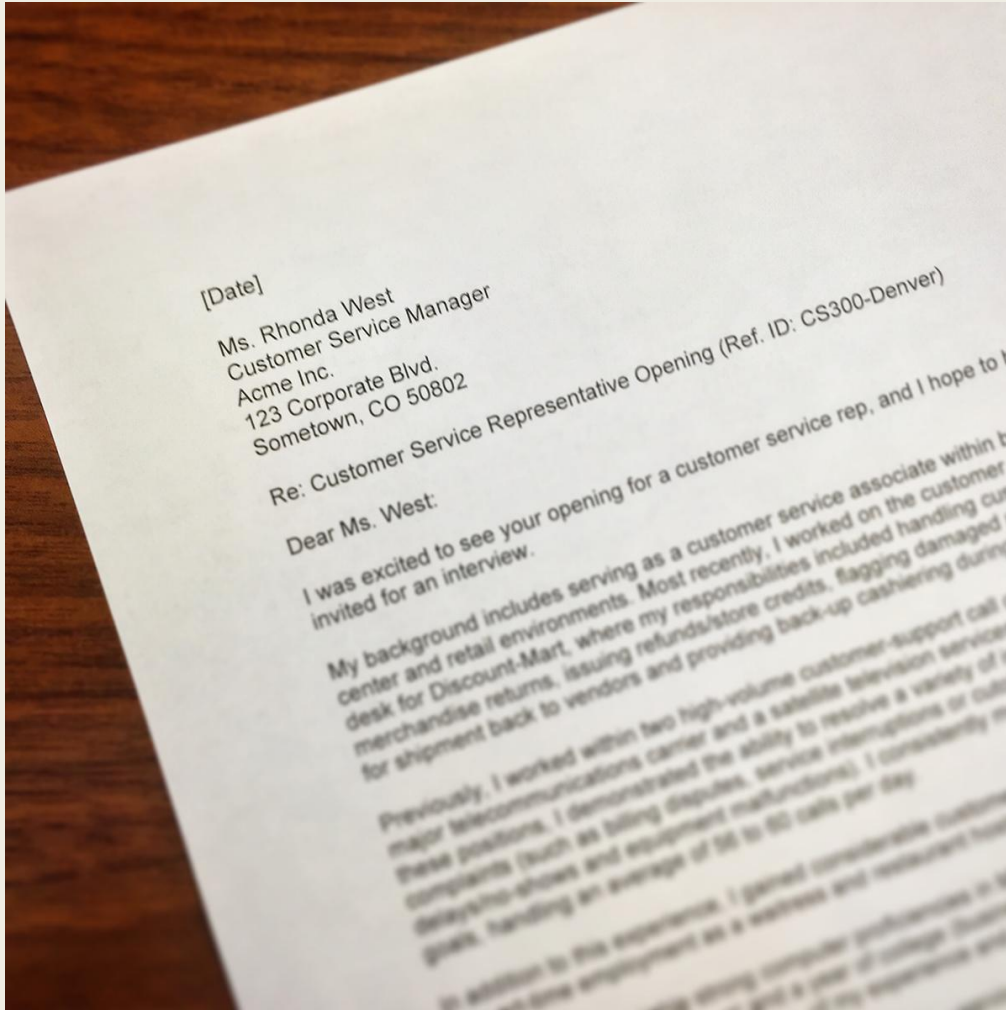
***Jacintha***



The image features two large, thick black L-shaped corner brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text. The text "HOW TO WRITE A LETTER" is centered between these brackets.

# HOW TO WRITE A LETTER

# WHATS A LETTER?



- A **letter** is one person's written message to another about anything whether important or not.
- Letters can be formal and informal
- EX: Bussiness letters vs. Greetings or regards
- It is usually put in an envelope and sent by post

# FORMAL LETTER

\*imperatives: comandar, obligar; una instrucción

- NO CONTRACTIONS (*DIDN'T, ISN'T, WON'T. ETC.*)
- COLLOQUIAL ARE NO-NO! Idioms such as: good to go, under the weather, gotcha, etc.
- NO phrasal verbs or anything with shortening words
  - *EX: invent – make up; raise – stand up; discover – find out; go up -increase*
- NO Imperatives\*
  - *Send it soon!; I need it ASAP ; close the door now!; sit down ; quiet down*

So instead of saying ***send it soon***, it would be:

- You may send it at your earliest convenience

- ***NO EXCLAMATION POINTS !!!***
- Use many, ***much*** not a lot



# INFORMAL LETTERS

- Words like: **very, totally, really, so cool** are okay. Whereas in formal letters, you would use superlatives like **absolutely, very highly, strongly, very distinguished**.
- It's okay to use connectors (use to connect ideas that might not be the same)
  - *EX: On top of it all, to top it all of (last Word on something)*
  - *Formal connectors: furthermore, moreover*
- It is also okay to use connectors in formal letter BUT they can not be written with exaggerated expressions.
- You can use abbreviations!
- **NO use of Latin words** or based on Latin words/roots. Unlike in formal letters.
- You can use abbreviations

# VERBS

Informal	Formal
say sorry	apologize, apologise
go up	increase
go down	decrease
set up	establish
look at	examine
blow up	explode
find out	discover
bring about	cause
put off	postpone, delay
rack up	accumulate
make up	fabricate
stand for	represent
find out	discover, ascertain
leave out	omit
point out	indicate
go against	oppose
get in touch with	contact

It's about	It concerns, It's in regards to
need to	required
think about	consider
get	obtain
put up	tolerate
deal with	handle
seem	appear
show	demonstrate, illustrate, portray
start	commence
keep	retain
free	release
get on someone's nerves	bother
ring up	call
show up	arrive
let	permit
fill in	substitute, inform
block	undermine
give the go ahead, greenlight	authorize, authorise

## Transitions – Informal & Formal

Informal	Formal
Anyways	Nevertheless
Plus/Also	Moreover/ Furthermore
But	However
So	Therefore/Thus
Also	In addition, Additionally
ASAP	as soon as possible/at your earliest convenience
Okay, OK	acceptable
In the meantime	In the interim
I think	In my opinion,
In the end,	Finally
To sum up	In conclusion,
In a nutshell/Basically	To summarize,
Anyway,	Notwithstanding
All right	Acceptable
Well,	
To top it all off,	
On top of it all,	

## Emphasis Words – Informal & Formal

Informal	Formal
lots of/ a lot of	much, many
tons of, heaps of	large quantities of, a number of
totally	completely, strongly
really, very	definitely

## Letter Expressions – Informal & Formal

Informal	Formal
Hi Robert,	Dear Sir or Madam
Just wanted to let you know...	I am writing to inform you...
Love,	Yours sincerely, Yours faithfully,
Cheers,	
Yours Truly, Best regards, kind regards	
Hope to hear from you soon	I look forward to hearing from you

## Slang – Informal & Formal

Informal	Formal
kids	children
bad	negative
good	positive
really big	considerable
right	correct
wrong	incorrect
smart	intelligent
cheap	inexpensive
loaded	rich

# WHAT'S THE FIRST STEP TO WRITING A LETTER?

Dr. Patricia Brown  
University of California, Los Angeles Medical Center  
777 Medical Dr.  
Los Angeles, CA 11111

Dear Dr. Brown,

I am the chairman of the 2016 Metropolitan Medical Conference that is being held this year in Miami, Florida on July 5, 2016. I write to invite you to present your groundbreaking research on beta blockers with our conference participants and invited guests. A 30-minute discussion of your work along with a 20-minute question and answer session would add so much to the intellectual landscape of our annual medical conference.

The Metropolitan Medical Association would be pleased to cover your travel and lodging expenses while you visit the conference, in addition to providing a per diem budget during your stay.

Please reply with your answer as soon as you are able so that we may begin making arrangements. I encourage you to contact me with any questions or concerns.

Kind regards,

Dr. Michael Smith

## FIRST

- Look at the date and write it the English way
  - *EX: 10/19/2018 - MM/DD/YY*
  - INFORMAL LETTER:** *The date goes on the top right corner of the cover*
  - FORMAL LETTER:** *The date goes on the top left*

# WHAT'S THE SECOND STEP ?

Dr. Patricia Brown  
University of California, Los Angeles Medical Center  
777 Medical Dr.  
Los Angeles, CA 11111

Dear Dr. Brown,

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Kind regards,

Dr. Michael Smith

- Add the **recipient's name** followed by the address where the letter is going to.
- In case of writing an email, it would not be necessary. Just the name along with the title would be fine.
- If you don't know who is going to receive it, just use: **TO WHOM IT MAY CONCERN**. For informal letters, just use **Hello, .....**
- **TITLES:**
  - *Ms.* *Ms.* is a title used before a surname or full name of a female whether she is married or not.
  - *Mrs.*
  - *Mr.*
  - *Miss* *Miss* is an abbreviation of *mistress* (unmarried female)

# WHAT'S THE THIRD AND FOURTH STEP?

Dr. Patricia Brown  
University of California, Los Angeles Medical Center  
777 Medical Dr.  
Los Angeles, CA 11111

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Kind regards,

Dr. Michael Smith

- State the purpose of the letter on the *first* line or paragraph.
- Don't make it too long, or the person reading it would become uninterested.
- Then, for the fourth step, write the body of the text accordingly to your purpose. Don't overwrite or write too much because then it would lose the sense of urgency or the reason why you're writing a letter.



# AND FOR THE FIFTH?

Dr. Patricia Brown  
University of California, Los Angeles Medical Center  
777 Medical Dr.  
Los Angeles, CA 11111

Dear Dr. Brown,

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Kind regards,

Dr. Michael Smith

- Close the letter by writing a smaller paragraph stating the action you want or expect the recipient to take about the purpose of the letter.
  - *EX: It would be best to stop collaborating with the partnertship of Goodwill and Sears since they are companies that are demanding a tremendous compensation.*

# AND FOR THE FINAL STEP

Dr. Patricia Brown  
University of California, Los Angeles Medical Center  
777 Medical Dr.  
Los Angeles, CA 11111

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Kind regards,

Dr. Michael Smith

- Choose an informal or formal closing for the recipient.
- It is time now to say goodbye!
  - **INFORMAL:** *Thank you for your time; Talk to you later; See you at XXXXX appointment/day, etc.*
  - **FORMAL:** *With kind regards; Sincerely .....* : *I thank for your time*
  - **WRITE YOUR NAME AFTER**
  - **THEN SIGN**

# FOR THE COVER OF THE LETTER

(If it is sent by mail)

1. Write your address in the upper top right corner of the letter **by hand**
2. Write the recipient's address in the middle of the envelope
3. Place a stamp in the top left of the corner of the letter
4. Seal the envelope
5. Leave it on the mailbox (if you lived in the States) or go to the post office to leave it there. It usually costs less than \$5 (in the States)