**Letters about Employment**

Here are a few Useful Phrases for letters about Employment.

**Openings:**

The standard opening for formal correspondence is Dear.

* *Dear Sir*
* *Dear Madam*
* *Dear Sir or Madam*
* *Dear Sirs*
* *Dear Mr.*
* *Dear Mrs.*
* *Dear Ms.*

**Useful phrases:**

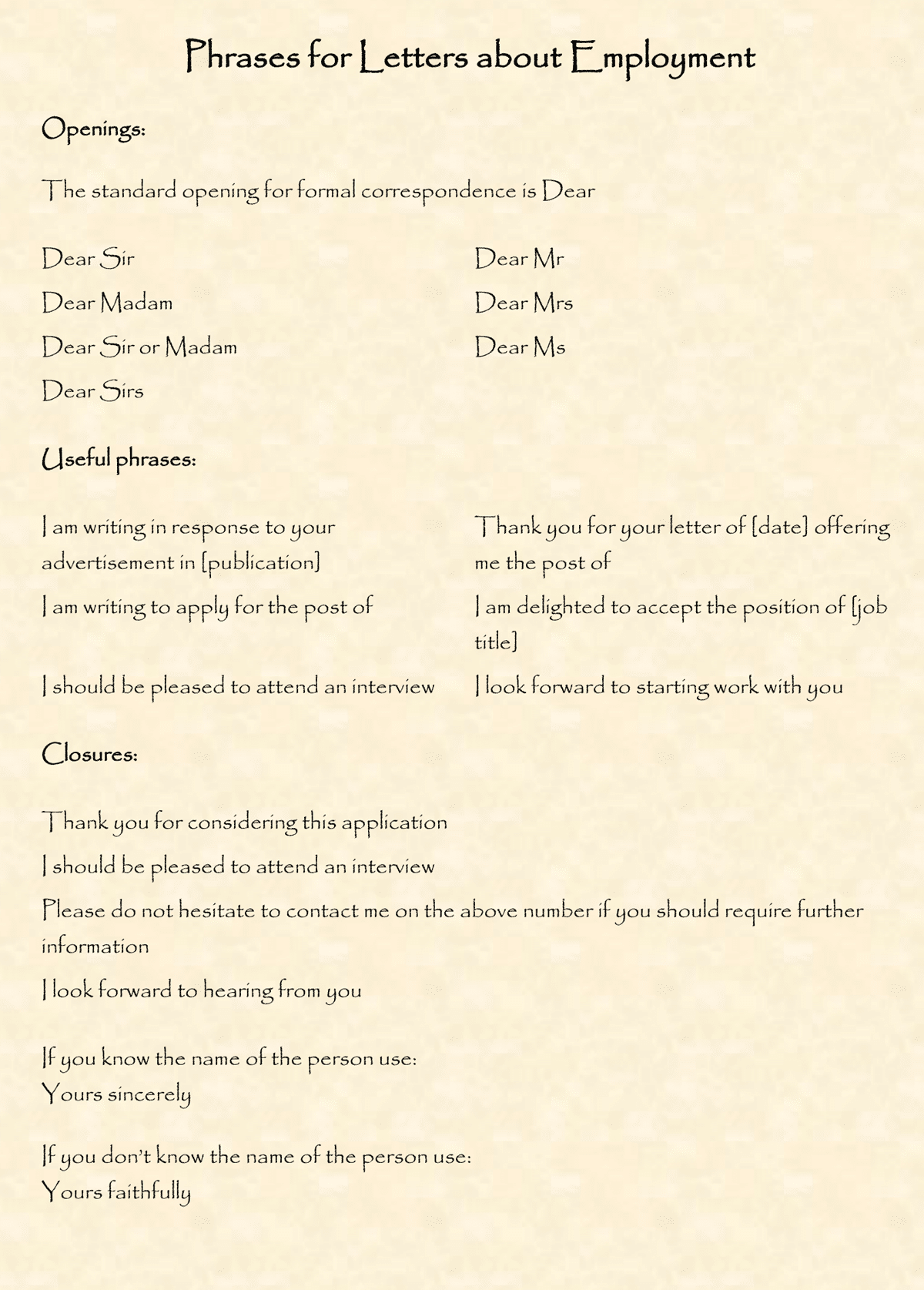
* *I am writing in response to your advertisement in [publication]*
* *I am writing to apply for the post of*
* *Thank you for your letter of [date] offering me the post of*
* *I am delighted to accept the position of [job title]*
* *I look forward to starting work with you*

**Closures:**

* *Thank you for considering this application*
* *I should be pleased to attend an interview*
* *Please do not hesitate to contact me on the above number if you should require further information*
* *I look forward to hearing from you*

If you know the name of the person use:  *Yours sincerely*

If you don’t know the name of the person use:  Y*ours faithfully*



**Useful Phrases for Personal and Social Correspondence**

Here are a few Useful Phrases for Personal and Social Correspondence.

**Openings :**

The standard opening for personal correspondence is Dear but variations include:

* *My dear …*
* *My dearest …*
* *Darling …*

**Useful phrases:**

* *Thank you for your letter [inviting, offering, confirming]*
* *I am very grateful to you for [letting me know, offering, writing]*
* *It was so kind of you to [write, invite, send]*
* *Many thanks for [sending, inviting, enclosing]*
* *I am writing to tell you that*
* *I am delighted to announce that*
* *I was delighted to hear that*
* *I am sorry to inform you that*
* *I was so sorry to hear that*

**Closures**: For acquaintances and formal situations

* *Best wishes.*
* *With best wishes.*
* *Kindest regards.*

**Closures**: Affectionate variations for close friends and family

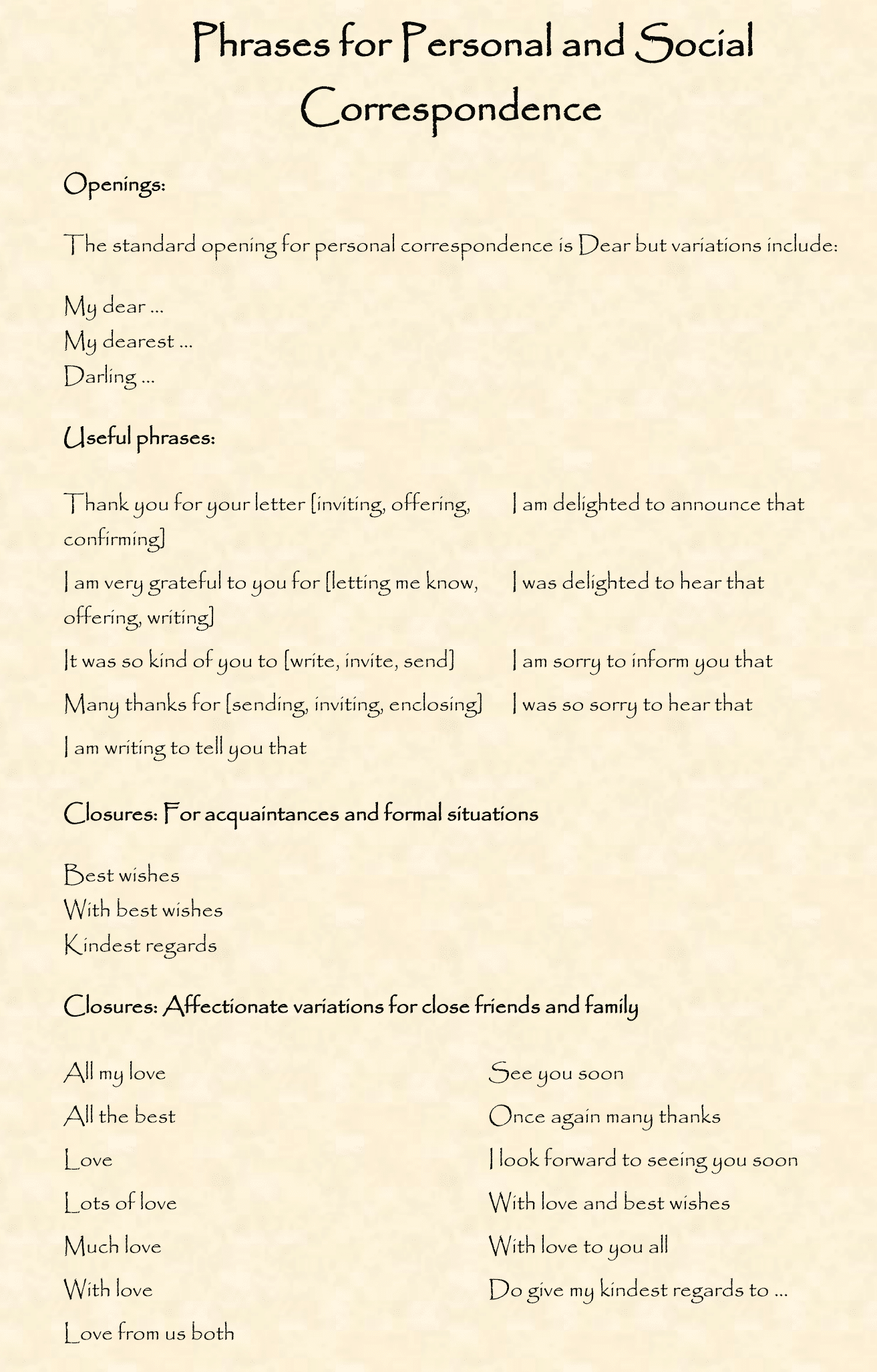
* *All my love*
* *All the best*
* *Love*
* *Lots of love*
* *Much love*
* *With love*
* *Love from us both*
* *See you soon*
* *Once again many thanks*
* *I look forward to seeing you soon*
* *With love and best wishes*
* *With love to you all*
* *Do give my kindest regards to …*

If you know the name of the person use:

* *Yours sincerely*

If you don’t know the name of the person use:

* *Yours faithfully*



**The Writing Process**

**Questions to consider while growing your writing:**

**I. Pre-writing: Time to think**

– What do I want to say?  
– How do I want to say it?  
– Who will read my writing?  
– Who can I talk to about my ideas?  
– Where will I record my ideas?

**II. Drafting: Time to write it down**

– Are my thoughts organized?  
– Which ideas do I want to develop?  
– In what order do I want to say them?  
– Who can read this and offer suggestions?

**III. Revising: Time to improve my writing**

– Have I read what I’ve written?  
– Are my details clear?  
– Should I add or take out parts?  
– Have I used the best ideas and words?  
– Is my writing in a logical order?  
– What suggestions have others given me?

**IV. Editing: Time to make things correct.**

– Have I used complete sentences?  
– Are my spelling, capitalization and punctuation correct?  
– Have I marked corrections that I need?  
– Has someone checked my work?  
– Do I have a corrected copy that I can publish?

**V. Publishing: Time to share my writing**

– How should I publish this writing?  
– Should I illustrate and display it?  
– Should I make it into a book?  
– Should I read it out loud?