

Strategies to improve your writing: Writing an informal letter

ORGANIZATION, CLARITY, PURPOSE.

A. Which phrase or type of language would you find in a formal letter? Which phrase or type of language would you find in an informal letter? Put the letter 'F' next to those phrases or language types that are used in formal letters and 'I' next to those used in informal letters.

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| <i>I am sorry to inform you that...</i> | <i>Dear Tom,</i> |
| <i>phrasal verbs</i> | <i>Dear Ms Smithers,</i> |
| <i>I am very grateful for...</i> | <i>Best wishes,</i> |
| <i>Why don't we...</i> | <i>Yours faithfully,</i> |
| <i>I will not be able to attend the...</i> | <i>I'm really sorry I...</i> |
| <i>idioms and slang</i> | <i>Unfortunately, we will have to postpone...</i> |
| <i>contracted verb forms like we've, I'm</i> | <i>We had a little bit of luck...</i> |
| <i>Give my regards to...</i> | <i>polite phrases</i> |
| <i>I look forward to hearing from you...</i> | <i>fewer passive verb forms</i> |
| <i>Let me know as soon as...</i> | |
| <i>short sentences</i> | |

B. Look at the phrases 1-11 and match them with a purpose A-K

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| 1. <i>That reminds me,...</i> | A. <i>to finish the letter</i> |
| 2. <i>Why don't we...</i> | B. <i>to apologize</i> |
| 3. <i>I'd better get going...</i> | C. <i>to thank the person for writing</i> |
| 4. <i>Thanks for your letter...</i> | D. <i>to begin the letter</i> |
| 5. <i>Please let me know...</i> | E. <i>to change the subject</i> |
| 6. <i>I'm really sorry...</i> | F. <i>to ask a favor</i> |
| 7. <i>Love,</i> | G. <i>before signing the letter</i> |
| 8. <i>Could you do something for me?</i> | H. <i>to suggest or invite</i> |
| 9. <i>Write soon...</i> | I. <i>to ask for a reply</i> |
| 10. <i>Did you know that..</i> | J. <i>to ask for a response</i> |
| 11. <i>I'm happy to hear that...</i> | K. <i>to share some information</i> |