

Formal and Informal Letters

Formal vs Informal

1. Which is formal or informal ?

· Hi Sis,

Sam and I are having a **party** at **our place** on Saturday evening.

Hope *you'll* **make it** ! **See you** on Saturday,

Kate

· Dear Sister,

Sam and I would like to **invite** you for a **reception** on Saturday evening at our **residence**. We hope *you will* be able to **attend**.

We look forwards to seeing you soon.

Your's faithfully,

Kate

2. What factors affect whether a letter should be in formal or informal register ?

3. What factors help to make a letter formal or informal ?

Tone

Which sounds better and why ?

<ul style="list-style-type: none"> • Management has requested that proper dress code is strictly adhered to. 	<ul style="list-style-type: none"> • We would appreciate if all of you could adhere to the official dress code
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TONE refers to the politeness level or the friendly level of the writing? For example, does the writer sound friendly, polite or angry or sarcastic?

Read these two questions and think about how the answers to these two similar letters would be different:

1. You visited your friend's home recently. You have just realised that you left something at your friend's home.

Write a letter to your friend. In your letter:

- Tell your friend what you enjoyed most about the visit
- Describe what you left and where you think you left it
- Suggest how you can get the item back

Write at least 150 words

Begin your letter with:

Dear

-
2. You stayed in a hotel room recently. You have just realized that you left some items in your hotel room.

Write a letter to the hotel manager. In your letter:

- Introduce yourself and say when you stayed at the hotel
- Describe the items you left and say where you think you left them
- Say what you would like the manager to do

Write at least 150 words

Begin your letter with:

Dear

EXAMPLE ANSWER 1:

Dear Hussam

Hi, how are you? Thanks for inviting me round the other day. I had a great time with you. I loved meeting your family and sampling your excellent cooking. You'll have to give me the recipe for those biscuits you made – they were really tasty.

I bet you didn't think you'd hear from me so soon, did you? I'm writing because I'm pretty sure I've left my sunglasses at your house and I don't think I can survive the summer without them ! They're the tortoiseshell Ralph Laurens you were admiring when I arrived. I think I put them on that bookcase by the door when I came in.

Can you have a look for them for me? If you find them, do you reckon you could post them to me? I know it might be a bit pricey, but I promise I'll pay you back when I see you next.

Can't wait for you to visit me in September! Don't forget to bring your holiday photos.

Best wishes

Sara

EXAMPLE ANSWER 2

Dear Sir

I am writing to inform you that I left my sunglasses in your hotel. My name is Simone Farouk. I stayed at the hotel on the 23rd and the 24th of last month. I am afraid I cannot remember the room number, but I was part of the tour group from Atlantis Holidays staying on the fourth floor.

I believe I left the sunglasses in my room, possibly on the windowsill, and I was hoping that a member of staff might have handed them in. They have brown prescription lenses and are made by Ralph Lauren. The right lens has a scratch on it, so they should be easy to identify.

I will be in the area on 10 October, so I was wondering if you could put them aside for me to collect. I will probably come into the hotel between 9 and 10 am. ‘

If there is likely to be any problem with this arrangement, you can contact me on 2345 6677

Yours faithfully

Sara Roberts

Look at the example answer 1 (to a friend) given earlier and answer the following questions:

1. In the informal letter, where does the candidate state the purpose of the letter? What kind of things does she state, before she gives the purpose of the letter? Why?
2. Underline the part in the example answer 1 where the candidate describes what she left and where she left it. Does she give any extra information to cover this bullet point?
3. Underline the part of the example answer 1 where the candidate suggests how her friend can get the item back to her. What extra information does the candidate give to develop her bullet point?

Look at the example answer 2 (to the hotel manager) given earlier and answer the following questions:

4. In the formal letter, where does the candidate state the purpose of the letter? What kind of things does she state and Why? Does she give any extra information here?
5. Underline the part in the example answer 2 where the candidate describes what she left and where she left it. Does she give any extra information to cover this bullet point?
6. Underline the part of the example answer 2 where the candidate suggests how she can collect the item. What would she like the management to do? What extra information does the candidate give to develop her bullet point?

Work with a partner. Put the following phrase into the correct part of the table. Two phrases are wrong.

All the best	Best wishes	Dear Doctor
Dear Jack	Dear Madam	Dear Ms Jones
Dear Mr / Ms. Principal	Dear Sir	Dear Sir or
Madam		
Drop us a line soon!	Hi, Jack	Hey Jack! .
I look forward to hearing from you soon.		Write soon!
It was great to hear from you. Cheers		Regards
Thank you for your letter.	Thanks for writing.	Thanks for your letter.
Yours faithfully	Yours sincerely	Love / With
Love,		
See you soon	Don't be a stranger!	Take care
Love you,	Best wishes	Best regards,
Keep in touch!	Stay in touch!	Let's talk soon,

	FORMAL	INFORMAL
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Start of the letter		
End of the letter		

- **Activity**
Write a letter of condolence to a friend who has lost his father & mother in a car accident.
or
- Write a letter to your sister telling her something about the recent film that you have seen and that has moved you.