

# Letter Writing 6/9/24

1 Two Types of Letters:

1 Personal

2 Formal / Business

2 Letter Keyword:

C - Content

A - Audience

L - Language

L - Layout

CALL

3 Personal Letter:

Content: What I will write about

Audience: Family member / friend

Language: Casual

Layout: My address / Date / Opening /

Paragraphs / Closing

# Personal Letter Layout 6/9/24

3 Eskerh

Lucan,

Co. Dublin

9th September

Dear Grammy,

Talk soon, Oisín

Formal / Informal 19/9/24

lay only use one name

Informal Letter

friend

family

casual language

Stay on topic

full name

Formal Letter

someone you don't know

important people e.g.

teacher  
manager  
doctor

Content - What I will write about

Audience - Someone important

Language - Formal

Lay Out - Address, date, opening, paragraphs, closing

# Formal Letter Plan

Five and  
pg. 29

20/  
3 Ester

Lucan,  
Co. Dublin

20<sup>th</sup> Sept

Lucan Community College,  
Ester Road,  
Lucan,  
Co. Dublin.

Dear Madame Magna,

Yours sincerely, O Harry Hill.