

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:

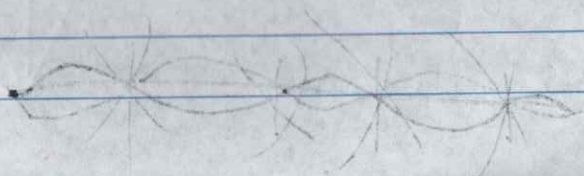
Content: What I will write about

Audience: Family member / friend

Language: Casual

Layout: My address / Date / Opening /

Paragraphs / Closing



Personal Letter Layout 6/9/24

3 Esherw

Lucan,
Co. Dublin

9th September

Dear Grammy,

Talk soon, Oisín

Formal / Informal

19/9/24

can only use one name

Informal Letter

friend

family

casual language

stay on topic

full name

Formal Letter

someone you don't know

important people

eg.
teacher
manager
doctor

Content - What I will write about
Audience - Someone important
Language - Formal
Layout - Address, date, opening, paragraphs, closing

Formal Letter Plan

Fine and
pg. 29

20/9
3 Esker
Lucan,
Co. Dublin

20th Sept

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

Dear Madame Magna,

Yours sincerely, O Harry Hill.