

## UNIT 6 WRITING

### PART 2

#### **GREETING**

*"Dear Mr. Talbot,"*

#### **A brief BACKGROUND for recommendation and statement of the recommendation**

*"As you know, our office has recently undertaken some research on literacy and "advanced literacy" and the different components ... our office would like to recommend that two new training courses, "Advanced Literacy" and "Intercultural Literacy" be made available to staff."*

#### **DEVELOPMENT**

##### **Develop the background and reasons for the recommendation:**

*"Our research has shown that an advanced stage of literacy is marked by more than the ability to read, write and speak the standard form of a given language. At an advanced stage of literacy, one ... we strongly recommend that courses in "Advanced Literacy" and "Intercultural Literacy" be made available to staff at all levels.."*

##### **Mention an expert whose views support your recommendation, or an example showing your recommendation can work**

*"Like many experts in the study of language and culture, Dr. Miriam Eisenstein-Ebbsworth, Director of Ph.D. Programs in Multi-lingual, Multicultural Studies at New York University views awareness of variations in accent, idiom and structure in a given language is an indicator of advanced literacy. The more ... can teach us much about its history and values. Therefore, we recommend that a course on Inter-cultural Literacy include such a component and be offered to raise awareness of the values and insights of cultures around the world."*

##### **Restate a key point that supports your recommendation**

*"As stated earlier, as it is of the utmost importance for staff of an international organization to have an understanding of the different cultures that comprise it and to gain an advanced form of literacy, our office recommends that courses in "Advanced Literacy" and "Intercultural Literacy" be made available and that staff at all levels be encouraged to participate in them."*

#### **SUMMING UP:**

##### **Provide a summary sentence restating your recommendation and offering to provide more information**

*"For all of the above reasons, based on our latest research, our office thanks you for considering our request and hopes that favourable action can be taken on it. Should you need any further clarification or information, please do not hesitate to contact us. We look forward to your reply."*

**UNIT 6 WRITING**  
**PART 2**

**CLOSING**

*"Yours truly,*

*Marion Brown*

*Coordinator of New Training Programmes"*