

## UNIT 7 WRITING

### PART 2

#### **GREETING**

*"Dear Mrs. Gutan,"*

#### **TOPIC AND PURPOSE**

##### **Why you are writing; what you want to inform the reader of**

*"I am writing to inform you of some vital information I have collected about the global emergency produced by the HIV-AIDS virus as outlined in Action through Words Unit 7, 'What are some things the United Nations is doing to address the AIDS crisis?' In our work as international staff civil servants, it is important to keep abreast of this world crisis and to know how the Organization and its agencies are addressing it. "*

#### **DEVELOPMENT**

##### **Reasons/examples (in chronological order or order of importance)**

*"Through my reading and study, I discovered that the crisis produced by HIV-AIDS has had devastating effects world-wide. The United Nations and its agencies ... local community members whose jobs put them in regular contact with other community members."*

#### **SUMMING UP**

##### **Offer to answer reader's questions/provide more information**

*"Please let me know if I can clarify or supplement any of the above information."*

#### **CLOSING**

*"Yours sincerely,*

*(signature)"*