

## UNIT 2 WRITING

### PART 2

#### **GREETING**

*Dear Mr. Lorba,*

#### **TOPIC and PURPOSE (what are you writing about and why?)**

*"As you requested, I have gathered ...  
meetings of the founding member-states."*

#### **DEVELOPMENT of IDEAS (explaining format)**

*"Under each paragraph heading is a brief, concise description of the functions of each branch, as set out in the Charter signed by the original 51 member-nations at the San Francisco meeting in 1945."*

#### **DESCRIPTIONS UNDER HEADINGS (in chronological order or order of importance)**

##### ***"The General Assembly***

*The General Assembly was to discuss a variety of issues of concern to the international community. Each of the General Assembly's member-states was to have one vote -- regardless of its size or population. While ...*

##### ***The Secretariat***

*The Secretariat was to act as the administrative body, serving the other organs of the United Nations. It would administer the programmes and policies put in place by the other parts of the Organization."*

#### **CONCLUDING REMARKS**

*"Changes in the Organization's Structure in its first 50 years  
In 1994, when the Organization had nearly completed its first 50 years, the Trusteeship ...  
they feel the Council's structure better reflects the state of the world following the Second World War rather than its current state."*

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#### **SUMMING UP of theme and purpose**

*"I hope the above descriptions will be useful to you."*

#### **POLITE ENDING**

*"Please contact me if you need any further information."*

#### **CLOSING**

*"Yours sincerely,"*

*(signature)*