



Templates – Letters (Review POI – Class [LOG](#))

Do you need to exchange messages with the *Admission Committee*? Build your text based on the values of the **3-STEP PROCESS** (Remember S+V+C).

Give your *e-mail* the authority of a good **STORY**: the character (**subject**) acting (**verb**) in the world with concrete results (**complement**), always touching your reader's mind and heart. Observe:

Paragraph	Presentation	Purpose
1	SUBJECT	Introduce and identify the AGENT in the message: YOU
2 (or 2 and 3)	VERB	Reveal the ACTION: new information to the reader of the <i>e-mail</i>
3 (or 4 and 5)	COMPLEMENT	Show the result of the combination AGENT + ACTION. <u>Invite the reader to react positively to your message.</u>

Can you notice the difference between the following messages?

<p>1.)</p> <p>Dear Sir</p> <p>I have been off college for two weeks with a serious chest infection. I would like it if you could account my absence from this part of the course when assessing my work for this term.</p> <p>Your sincerely</p> <p>J. Smith</p>	<p>2.)</p> <p>Dear Kate</p> <p>I am writing to apologize for my absence from last week's tutorial.</p> <p>Unfortunately, on my way to college that morning I was involved in a road accident and, as a result, had to spend the night in hospital for observation. I enclose a copy of a letter from the doctor who attended me.</p> <p>I am glad to say that I have fully recovered, and that I am now attending college again on a regular basis. I have obtained a photocopy of the handout for next week's class and will see you next Thursday.</p> <p>Yours sincerely Charlotte Butler</p>
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SUBJECT

VERB

COMPLEMENT
 SUJEITO + VERBO = RESULT

(adapted from 'WRITE IT RIGHT')