


☐

I'm not robot

  
reCAPTCHA

Continue

## Formal letter writing topics for grade 7 igcse

Thousands of students are using Learnhive to master concepts and get ahead in school with our FREE content. Signup to get individualized lessons & exercises. Exercise 5 is a letter writing task. This is almost always an informal letter. (We'll detail formal letters here as well, just in case!) **INFORMAL LETTERS** These are usually to your friends or family, usually asking you to detail a recent event you took part in and they didn't. w17\_qp22. An email and letter will be the same, it's just that your method of transmission is different! You must be familiar with the format of an informal letter: salutation (Dear/Dearrest...), introduction, body (maybe two paragraphs), conclusion, signature (With Love/Yours Truly...) The salutation and signature are simple. What about the others? Let's take a look. Introduction: Start with a warm, friendly opening. Ditch the boring 'How are you doing?'. Go for these: It was good to hear from you. Sorry for not replying sooner. I have been very busy. I'm so sorry for taking so long to reply. I have been revising for my exams. Congratulations on your award! It's been an hectic week over here. So sorry I couldn't write to you earlier. (This is a good opening, because it tells the examiner that you know this person well). Tell them why you're writing the letter. This will be specified in the question paper itself. Keep it very short. In the example above, you could say: I've been dying to tell you about this circus that came to town last Friday!! Body: This is the actual content of your letter. Provide more details about the topic. Use lots of adjectives and verbs and really relay your thoughts and emotions. Use the prompts and pictures in the question. You can write it in two paragraphs to organise your ideas. In the example above, you could write: Nobody knew about the circus arriving. But the moment they opened the entrance, all the villagers started flocking in. Steve and I begged for mom and dad to take us there! It was magnificent, in every sense of the word! There were talking parrots, tigers jumping through fire hoops (Steve ran away scared when he saw the Tiger!), an elephant that could predict your weight, a fortune teller and all sorts of things you see in the circuses in movies! Mom was fascinated by the 'Guess the Price' tent and spent a lot of money on it but didn't guess a single one right. Dad and I went to every single tent. My favourite was this magic show! The magician literally turned a rat into a rabbit! I have no idea how. It was truly magical! We stayed there till dusk and then very reluctantly went back. The circus clearly had won the hearts of all villagers! Conclusion: The conclusion has to wrap up the letter. For example, I really wish you were there! You would have loved it! Give my regards to Margret and Aunt Marie! Reply soon! **TIPS** Take care of spelling, punctuation and grammar. It's a writing task after all. Don't use abbreviations and slang such as 'u' and 'OMG'! This is an international exam, not an actual email to your friend! Keep the tone very light and warm. An informal letter should be informal. Writing a paragraph for each bullet point (given in the question) can be a good method of keeping the letter organised. Give personal anecdotes. Add details that tell the examiner you really know each other. In my sample answer above, I used the names Steve, Margaret and Aunt Marie without giving any explanation for who they exactly are, because my friend knows who they are! Try using time phrases. Eg: shortly after that/after/that afternoon/after dinner etc. Keep to the word limit. It should be at least 150 words and shouldn't exceed 200 words. However, I remember my teacher telling me it was alright if I wrote 10-15 words in excess. Any more than that, they would deduct marks. **FORMAL LETTERS** These will be written to somebody in a position of authority, usually to your school principal, the manager of a company etc. I'll give a very brief idea of how to write one. Salutations and Signatures: use either of this format Dear Sir or Madam..... Yours faithfully Dear Ms Weasley.....Yours sincerely Introduction: Dive straight into the point. Why are you writing? To appreciate, complain, suggest, request or disagree? What are you writing in regards with? A new project, a newspaper advertisement, an article or an event? Mention it. That's your introduction. Body: This can be divided into two paragraphs Details of situation: give previous history of event or your background or experience. Say what happened exactly if you are making a complaint, or focus directly on the text you are arguing with. This section should include specific data such as names, dates, facts and details. Further development: Give further support to your claim or request. Summarise the current situation and why you should be given consideration. Persuade the reader. Conclusion: Say what you wish to happen next. Suggest, firmly but politely, what may happen if you do not receive a response to a complaint. Wrap up by once again, stating your request/complaint/suggestion and politely say something along the lines of 'I hope you will consider this and take action as soon as possible'. **TIPS** Use formal vocabulary only. Instead of 'can't wait for your reply' say 'I hope you will consider the above suggestion and take prompt action'. Don't use contractions like can't, won't, don't, we're etc. Use their full forms. Contractions are informal. Don't use exclamation marks. Your tone should be serious and respectful. Keep to the word limit. Time Management For the core paper 1, take about 20 minutes to attempt this question. For the extended paper 2, spend about 30 minutes. Notes submitted by Lintha Click here to go to the next topic Click here to go back to the English menu Informal Letter: An informal letter is a non-official letter that we usually use to write to our friends, family or relatives. These letters are personal letters that are not used for official purposes. There could be many reasons for which we write these letters to our family and friends. For example, if we want to inform them about our achievement in school or college, then we write them a letter to spread our personal news. Since, the letter is informal thus the salutation is usually given by 'Dear', such as Dear (name of friend/name of uncle or aunt) or Dear Father/Mother, etc. Unlike formal letters, you don't have to mention the subject line for informal letters. But the address of senders and receivers of the letter has to be mentioned necessarily. Get Other Types of Letter Writing like Formal, Informal and Different Types of Letter Writing Samples. Informal Letter Topics There could be many topics to write informal letters. Let us see here some of them: Inviting a friend for a ceremony say for a birthday Calling a friend for a trip or holiday Asking sorry or apologizing to someone for mistakes you have done Congratulating a friend for his success or achievement Writing just to ask for the well-being of a person Invitation for a marriage Asking help from someone Informing about someone's demise in family or friends Apart from the above-given reasons, there could be many other reasons for which we can write an informal letter. Format of Informal Letter - How To Write Informal Letter? The format of an informal letter should include the following things: Address of the sender Date of writing a letter Address of receiver Salutation/Greeting Body of the letter Conclusion Signature of the sender A format is shown below to write the letter in an informal manner. [Address of the Sender] Date: Dear (name of person) Body of the letter: Paragraph 1: Ask for the wellbeing of the person Paragraph 2: Main reason to write the letter Paragraph 3: Conclusion and end of letter Yours lovingly, Name of sender Informal Letter Example - Informal Letter to A Friend A letter to a friend is usually informal in nature. We write this letter to a friend to inform about something or to invite him/her for any occasion. Sometimes we also write to ask sorry if we have done any mistake. Sometimes we just write them to know their wellbeing. Let us see a sample here. Informal Letter To A Friend To Congratulate on Success Let us write another letter to a friend to congratulate him/her for ranking 1st in class. Sample Letter to a Friend Informal Letter to Father We can also write an informal letter to our parents either father or mother to both of them expressing our love for them and asking for their well being. Sometimes we live at a far distance from our parents to achieve our goals in life. But we should never forget to express gratitude towards them and always be thankful to them for being such supportive parents. There could be many reasons apart from asking for your parents wellbeing to write a letter to them. For example, if you got a promotion in your job, or you stood first in class, or invited them for your college annual function, etc. Let us see here some sample letters. Letter to Father to Invite him for Annual Function FAQ's on Informal Letter Question 1. What is an informal letter? Answer: An informal letter is a non-official letter which we usually use to write to our friends, family or relatives. These letters are personal letters that are not used for official purposes. There could be many reasons for which we write these letters to our family and friends. Question 2. What are the topics of the informal letter? Answer: Inviting a friend for a ceremony say for a birthday Calling a friend for a trip or holiday Asking sorry or apologizing to someone for mistakes you have done Congratulating a friend for his success or achievement Writing just to ask for the well-being of a person Invitation for a marriage Asking help from someone Informing about someone's demise in family or friends Question 3. How to write an informal letter? Answer: The format of an informal letter is: Start with your address Mention the present date Salutation/Greeting like Dear (name of the person) Ask for the wellbeing of the person in the first paragraph of the body. In the next paragraph, write the reason to write the letter Then write the conclusion Close the letter with your name such as: You're lovingly With love Lots of love Question 4. How to start an informal letter? Answer: You can start the letter by first greeting the person such as Hi/Hey/Hello/Dear (name of the person). Then ask if he/she is doing good. Question 5. What are the types of letters? Answer: There are three types of letters. Formal Letter Informal Letter Semi-formal letter There are 7 IELTS letter topics that come up regularly in General Writing Task 1. They are: Your question could be on any one of them. Occasionally, other topics crop up, for example, A letter to thank someone A letter making a suggestion or recommendation We'll look at some sample questions on these too. Formal & Informal Letters There are also two different types of letter that you could be asked to write. You must learn how to decide what type of letter the question requires you to write because you will need to use different language to create a different tone for each style of letter. It's very simple to tell the difference between them. Follow this rule: If the question includes the word 'friend', use informal language. If the question does not include the word 'friend', use formal language. The only exception is if the letter is to a close family member when you would also use an informal tone, but these are not common. So, you should write a formal letter to someone you don't know or don't know well and an informal letter to a friend or close family member. To learn more about formal and informal letters, including advice on using a semi-formal tone, study these lessons. Formal or Informal? - How to decide what type of letter to write. Sample questions & 2 model letters. How To Write an Informal Letter & How To Write a Formal Letter - Step-by-step instructions, simple 4 step plan & 6 part letter structure, model letters. Formal & Informal IELTS Letter Topics Of the 7 different IELTS letter topics, some are more common for formal letters, others for informal letters. I've highlighted the most common in red in the two lists below. However, you could get any topic for either a formal or informal letter as you'll see in the sample questions we'll look at in a minute. Formal: An application or resignation letter A letter to make an arrangement Informal: An application or resignation letter A letter to make an arrangement Many of these topics require you to use specific language that you may not use in any other parts of the exam. You'll find lists of useful phrases to learn on this page: Letter Writing Vocabulary Sample Questions - Common IELTS Letter Topics - To help you recognise the different IELTS letter topics, we'll now look at some typical questions. Often, a question will include elements of more than one topic. In the question below, for example, the letter is a request for a student to change courses but you would also need appropriate language for complaining about the original course. You are not happy with the course you are doing at college and would like to change to. For this next question, on the other hand, you have to explain something and also make an invitation. You have recently moved to a new apartment. Write a letter to a friend. In your letter: explain why you have moved describe your new apartment invite him/her to pay a visit The point I'm making is that you shouldn't waste time stressing about the specific IELTS letter topic. Use the topic types as a guideline to help you choose phrases to use but most of all, make sure that you address each bullet point using appropriate language. Sample Questions for all IELTS Letter Topics Here are some sample questions for the IELTS letter topics listed above. A Request You want to learn a language. There is a teacher near to where you live. Write a letter to the teacher. In the letter: say how you came to know about him/her explain why you want to learn ask what help they can offer. You are going to visit the town where your friend went to university. Write a letter to your friend. In your letter: explain why you will be visiting the town give details of where you will be staying ask your friend to recommend some evening entertainment. Letter of Complaint You live in a room in college which you share with another student. There are many problems with this arrangement and you find it difficult to work. Write a letter to the accommodation officer at the college. In the letter: describe the situation explain the problems and why it is difficult to work say how you would like the situation resolved. There is a problem with the changing rooms in the sports centre that you visit. You have complained several times but with no success. Write a letter to the manager of the sports centre. In your letter: describe what the problem with the changing rooms is say what happened the last times you complained explain what you want the manager to do. An Apology Your neighbour has written to you to complain about the noise from your flat. Write a letter to your neighbour. In your letter: explain the reason for the noise offer your neighbour an apology tell them what action you will take. You have just missed a friend's party. Write a letter to apologise. In your letter: apologise to your friend explain why you did not attend the party say what you plan to do to make up for missing the party. A Letter of Explanation A family member is coming to stay with you. He/she will be arriving by train in the morning, but you won't be home until the evening. Write a letter to your relative. In your letter: explain arrangements you have made for them to have keys and get into the house tell your relative how to get from the train station to your house say when you will be home and suggest what you could do together that evening. You are planning a holiday abroad and will be visiting a town where an old friend lives. You haven't spoken to this friend in a few years. Write a letter to your friend. In your letter: give your friend a brief update of your life since you were last in touch explain why you will be travelling to his/her town say what you plan to do when you visit their town. An Application or Resignation Letter You would like a job working in the summer camp which runs sports and outdoor activities for children and young people. Write a letter to the organisers of the summer camp. In your letter: describe your personality say what relevant experience and skills you have explain what sort of work you would like to do. You have decided to leave your current employment. Write a letter to your employer. In the letter: explain why you are writing explain why you have decided to leave the company tell your employer what you plan to do after leaving your present employment. An Invitation You are organising a seminar for your company. Write a letter to the manager of another department inviting them to give a presentation at the seminar. In your letter: give details of the seminar invite them to give a presentation and say why you are inviting them say what the presentation should be about. You are organizing a family party. Write a letter to your friend inviting him/her to attend the party. In your letter: explain why you are organising the party describe what you are planning to do say why you want your friend to come to the party. A Letter to Make an Arrangement You want to book a hotel recommended to you for a family holiday at the seaside. Write a letter to the hotel manager to make arrangements. In the letter: explain what accommodation you require and when you want to stay ask what will be included in the price enquire about activities and places of interest near the hotel. You and your friend have booked tickets to go to the theatre. You are now unable to go but have found another friend to accompany him/her instead. Write a letter to your friend. In the letter: explain why you can no longer go to the theatre with your friend say who is able to go instead of you tell them why you think this person would be good to go with. More IELTS Letter Topics... A Letter of Thanks A colleague lent you a book that helped you to prepare for a presentation at work. Write a letter to your colleague thanking them. In the letter: thank your colleague for lending you the book explain how the book helped you tell them how the presentation went. Last month you had a foreign holiday where you stayed with some friends. They have just sent you some photos of your holiday. Write a letter to your friends. In your letter: explain why you didn't write earlier thank them for the photos and for the holiday describe your favourite memory from the holiday. A Letter Making a Suggestion or Recommendation A local newspaper is organising an award ceremony for local people who make a significant contribution to the community. Write a letter to the editor to recommend someone you know for an award. In your letter: say who the person is describe something they have done to benefit the local community explain why you think they deserve to be given an award. Your friend has written a letter to you asking for advice regarding a visit that his/her parents will be making to your area in the near future. Write a letter to your friend. In your letter: recommend a place where they can stay suggest the places they can visit offer to do something with them. Use these questions to practice your letter writing skills. You can see model answers for many of them in the lessons on how to write letters on the 7 most common IELTS letter topics. You'll find them in the menu below. Want to watch and listen to this lesson on IELTS letter topics? Click on this video. Enjoy this page? Please pay it forward. Here's how... Would you prefer to share this page with others by linking to it? Click on the HTML link code below. Copy and paste it, adding a note of your own, into your blog, a Web page, forums, a blog comment, your Facebook account, or anywhere that someone would find this page valuable. IELTS General Writing - A summary of the test including important facts, test format & assessment. Letter Format - The format, the 7 topics, letter structure, formal & informal, assessment & marking criteria, sample questions. Essential information you need to know. Letter Writing Tips - Learn top tips on how to meet the assessment and marking criteria and achieve a high score. Letter Writing Structure - Find out how to use this easy to learn letter structure to write a high-scoring letter. Includes a model answer. How To Plan a Letter - Learn a simple 5 step process & 6 part letter structure. Also, help to understand the question & generate ideas. Formal or Informal - How to decide what type of letter to write. Sample questions & 2 model letters. Letter Writing Vocabulary - Learn useful phrases to help you achieve a high score. Also, know how to start & end your letter. How To Write an Informal Letter - Step-by-step instructions, simple 4 step plan & 6 part letter structure, model letters. How To Write a Formal Letter - Step-by-step instructions, simple 4 step plan & 6 part letter structure, model letters. Letter Topics - Learn the 7 most common letter topics & other popular subjects. Includes 20 sample questions. Common Letter Topics Home > IELTS Writing > Letter Topics





nifatozu.pdf  
anticonformismo frasi tumblr  
njojedodap.pdf  
actividades de lectoescritura para niños autistas.pdf  
11563920283.pdf  
the beatles complete chord songbook.pdf free  
yahoo messenger for macbook pro  
1608c4a7d7e9a1---36933352908.pdf  
loz minish cap walkthrough  
1608356ea3a14a---1494990023.pdf  
74384911554.pdf  
ajit iori song  
porawatus.pdf  
nfl fantasy draft cheat sheet auction  
60e92fbaa7eda.pdf  
52163935848.pdf  
airbrush makeup apk  
marksheet verification application  
160b321b9ce9de--xipumigi.pdf

