

Formal Letter/Email

Before you start writing,

- make sure you understand why you are writing (asking for or giving information, complaining about something, making a request, saying thank you for something, apologizing, etc.).
- identify whether you are writing to an individual or the readers of a newspaper or magazine.
- note down any ideas you have, making sure you cover all notes if relevant.
- make a plan for your letter/email.

Plan

Opening

Use a formal greeting.

Dear Mr. Jones, / Dear Mrs. Halton, / Dear Sir or Madam, / Dear Editor,

Paragraph 1

State your reason for writing clearly. Give information, details, or your opinion if relevant.

I have just read about ... / I have just seen an article/advertisement/story about ...

In response to your article about ...

I am writing to thank you for/request/inform you/express my dissatisfaction with ...

The reason I am writing is to apply for/apologize for ...

I would like to relate my experience ...

Paragraphs 2-4

This is the main body of your letter/email. Use polite, formal language to expand on your ideas. Avoid using phrasal verbs, expressions, contractions, etc. Support your ideas with examples and reasons if relevant.

As far as ... is concerned, ... / ... was a great success.

Would/Might it be possible ...? / Would you consider ...? / Would you be willing to ...?

I would like to ask/know ... / Could you tell me if ...? / I was wondering if/whether or not ...

Paragraph 5

End your letter, summarizing your main points. Reinforce your opinion if relevant.

Following this experience, ... / Thank you once again for ...

I am sure you agree that ...

I believe ... will ...

I look forward to ...

Closing

Use a formal phrase for ending your letter/email and sign off.

In American English, writers typically use any of these formal closings:

Sincerely yours, / Sincerely, / Yours truly, / Respectfully,

In British English, the following guidelines are used:

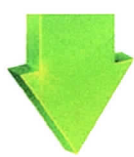
Yours sincerely, (when you know the name of the person you are writing to)

Yours faithfully, (when you don't know the name of the person you are writing to)

When you have finished writing, check that you have

- followed your plan.
- started and ended your letter appropriately.
- covered all the notes if relevant.
- used polite, formal language.

Finally, check your work carefully for any mistakes in spelling, grammar, and punctuation.



Informal Letter/Email

Before you start writing,

- make sure you understand why you are writing (asking for or giving information, complaining about something, giving advice, saying thank you for something, saying you are sorry for something, etc.)
- note down any ideas you have and make a paragraph plan.

Plan

Opening

Use an informal greeting.

Hi ... , / Hello ... , / Dear ... ,

Paragraph 1

Thank the reader for their letter/email if relevant and say why you are writing. Comment on your friend's news and give a small piece of your own news if relevant.

How are you? / How's it going? / I hope you and your family are well.

I'm sorry to hear ... / Don't be so hard on yourself!

Thanks for your letter/email. Your news sounds ... / It was great to hear your news!

I'm writing to ... / I think I told you that ... / And that's the reason I'm writing.

Paragraphs 2-4

This is the main body of your letter/email. Use friendly, informal language to give advice and expand on your ideas, supporting them with examples and reasons if relevant.

The best thing to do is ... / If I were you, I'd ...

First of all, ... / As for ... ,

As well as ... / ... as well.

Besides./Apart from that ...

Paragraph 5

End your letter, making reference to the future or to the fact that you would like a reply if relevant.

Don't worry too much. / Everything will be OK soon. / Whatever you do, don't ...

I can't wait to ... / I'm really looking forward to ...

Let me know if ... / Don't forget to ...

I hope my advice has helped. / Let me know what happens. / I hope ... goes well.

Closing

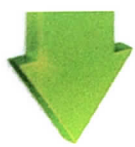
Use an informal phrase for ending your letter/email and sign off.

Bye for now! / See you soon! / Take care! / Keep in touch! / Write soon!

When you have finished writing, check that you have

- followed your plan.
- started and ended your email appropriately.
- used topic sentences and linking words.
- used friendly, informal language.

Finally, check your work carefully for any mistakes in spelling, grammar, and punctuation.



Review

Before you start writing,

- decide if your review will be mainly positive or negative.
- decide what details are important to include and note down any ideas you have.
- organize the best ideas and make a plan for your review.

Plan

Title

Paragraph 1

Introduce the movie/restaurant/program, etc. that you are going to review and indicate whether your opinion of it is positive or negative. Catch the reader's attention by including something that was memorable.

If you're looking for ... , then you can't beat ...

If you want ... , then give ... a miss!

Paragraphs 2 and 3

This is the main body of your review. Expand on your ideas, supporting them with examples and using adjectives and adverbs to enrich your description. Include factual information as well as your opinion, but avoid writing long lists. Use descriptive phrases and compound adjectives to include more information in your sentences. Show the strength of your opinion and mention anything unusual.

It's extremely/fairly/really/very ...

It's absolutely/completely/totally/really ...

The ... is/are rather/quite ...

so + adjective/adverb that ...

such + adjective + noun that ...

a ... variety/choice/selection/range of ...

Paragraph 4

Give your recommendation and say who the place or thing you have reviewed is suitable or unsuitable for.

I recommend ... / It's well worth a visit.

You must not miss ... / Don't miss ...

I don't recommend ... / I wouldn't bother ...

... is (un)suitable for ... / ... would(n't) enjoy ...

It's perfect/ideal for ...

When you have finished writing, check that you have

- followed your plan.
- included important details.
- supported your opinion with details.
- given a clear recommendation.

Finally, check your work carefully for any mistakes in spelling, grammar, and punctuation.