

Writing a Business Letter Using OREO

Revise • Edit • Final Draft

Assessed Writing Piece: correct format + formal language + clear OREO structure

Quick thought: Why does a business letter need to sound formal?

Learning Objective

We will revise and edit our business letter using the correct formal layout and the OREO structure.

Success Criteria

- ✓ correct business-letter format
- ✓ state that I am writing for a school project
- ✓ organise the body using OREO
- ✓ use accurate article facts
- ✓ use formal and polite language

Your address
Date

Wildlife Centre
Address

Dear Sir or Madam,

[OREO body paragraph]

Thank you...

Yours sincerely,
Name

Chat check: Type one thing your final letter MUST include.

Your address

Date

Wildlife Centre

Address

Dear Sir or Madam,

[OREO body paragraph]

Thank you...

Yours sincerely,

Name

Business Letter Part

Heading: writer's address + date

Inside address: who receives the letter

Greeting: Dear Sir or Madam,

Body: OREO paragraph

Closing: Yours sincerely + name

Interactive: Where is the DATE? Where is the GREETING? Point or type your answer.

FORMAT gives the letter its shape. **OREO** gives the main paragraph its structure.

O
Opening

Why I am writing

R
Reason

School project +
choice

E
Evidence

Fact from article

O
Outcome

Polite question /
request

OREO is used inside the BODY of the letter.

Chat check: Which part says “I am writing as part of a school project...”?

1. Heading

Your address
Date

Example: 14 October 2026

2. Greeting

Dear Sir or Madam,

or

Dear Wildlife Centre,

Quick check: What punctuation comes after the greeting?

O – Opening

I am writing as part of a school project about animal intelligence.

Why this works

- ✓ It is formal.
- ✓ It clearly states the reason for writing.
- ✓ It links to the assessment task.

Chat challenge

Improve: “I need this for school.”

R – Reason

I chose chimpanzees because I found their use of tools very interesting.

Student sentence frame

I chose _____ because _____.

You can change the animal: chimpanzees • crows • dolphins • elephants • another animal from the article

E – Evidence

In “Animal Smarts,” I learned that chimpanzees use tools to help them find food.

Evidence must be:

- ✓ accurate
- ✓ from the article
- ✓ written in a complete sentence
- ✓ connected to your question

Chat check

Which fact from the article can YOU use?

O – Outcome

I would be grateful if you could tell me more about how chimpanzees learn to use tools.

Formal request starters

- I would be grateful if...
- Could you please...
- I would like to know...
- Thank you for taking the time...

Step 8: Put the OREO Body Together

Main paragraph

O: I am writing as part of a school project about animal intelligence.

R: I chose chimpanzees because I found their use of tools very interesting.

E: In "Animal Smarts," I learned that chimpanzees use tools to help them find food.

O: I would be grateful if you could tell me more about how chimpanzees learn to use tools.

Interactive: Identify the O, R, E, O parts in your own draft.

REVISE = improve ideas

- ✓ Is my reason clear?
- ✓ Did I use OREO?
- ✓ Did I include an article fact?
- ✓ Is my question polite?
- ✓ Is my language formal?

EDIT = correct mistakes

- ✓ capital letters
- ✓ full stops and commas
- ✓ spelling
- ✓ grammar
- ✓ letter format

Task: Make at least 3 improvements before writing your final draft.

Format Checklist

- ☐ Writer's address and date
- ☐ Inside address
- ☐ Greeting
- ☐ OREO body paragraph
- ☐ Formal closing
- ☐ Name / signature

Assessed Writing Checklist

- ☐ Opening says school project
- ☐ Reason explains animal choice
- ☐ Evidence uses article fact
- ☐ Outcome asks politely
- ☐ Formal language only
- ☐ Spelling and punctuation checked

24 Oak Street
Riyadh
14 October 2026

Fongoli Wildlife Centre
Senegal

Dear Sir or Madam,

I am writing as part of a school project about animal intelligence. I chose chimpanzees because I found their use of tools very interesting. In "Animal Smarts," I learned that chimpanzees use tools to help them find food. I would be grateful if you could tell me more about how chimpanzees learn to use tools.

Thank you for taking the time to read my letter. I look forward to your reply.

Yours sincerely,

Type or say:

One improvement I made to my assessed letter was...

Remember

- ✓ Your final draft must be your own work.
- ✓ Use the checklist before submitting.
- ✓ Formal language matters in an assessed piece.