

Writing an Informal Letter to a Problem Page

Task 1: Here's an informal email. Read its various parts carefully, and then drag them onto their right places.

Writing Prompt: You are a teenager. You are under pressure from your friends to start smoking. Write an informal letter to a problem page *Auntie*. Explain the problem and ask for help.

Your letter should be clear and well organised.

The problem is that I'm under pressure from my friends to start smoking. Three of my best ones have already started smoking. They use the money they get from their parents to buy cigarettes and say it looks kind of cool when you smoke. They've also told me smoking has helped them cope with school pressures and problems with their parents.

I'm worried because on the one hand I don't want to cheat my parents, and on the other I'm afraid I'd disappoint my friends if I didn't smoke. Can you help me?

I'm a 17-year-old Omani boy and I have a wide circle of friends whom I enjoy hanging out with whenever time permits.

Yours,
Ali

Dear Auntie,

Blank lines for writing the letter, with red boxes indicating where to place the text from the prompts.

Commented [B1]: Greeting
- Begin your letter with a suitable greeting.
e.g.: Dear Auntie

Commented [B2]: Paragraph 1
- Give some background information about yourself.
e.g.: I'm a 16-year-old boy...

Commented [B3]: Paragraph 2
- State your problem and say why it is making you unhappy.
e.g.: My problem is...

Commented [B4]: Paragraph 3
- Say a little more about your problem, and ask the person you are writing to for help.
e.g.: I'm worried because...
Can you help me?

Commented [B5]: Ending
- Give your letter a suitable ending.
e.g.: Yours, Salim

Task 2: Writing Prompt: You are a teenager. You have lent a friend money, but he hasn't paid it back. Follow the model above (previous page) and write an informal letter to a problem page *Counsellor*. Explain the problem and ask for help.

Your letter should be clear and well organised.

The image shows a template for an informal letter. It consists of a large rectangular box containing 11 horizontal lines. The lines are of varying lengths and are arranged to guide the student's writing. The first line is short, followed by a long line, then another short line, and then several long lines. The last two lines are short and indented, suggesting a closing or signature area.

Commented [B6]: Greeting

- Begin your letter with a suitable greeting.
e.g.: Dear Counsellor,

Commented [B7]: Paragraph 1

- Give some background information about yourself.
e.g.: I'm a 16-year-old boy...

Commented [B8]: Paragraph 2

- State your problem and say why it is making you unhappy.
e.g.: My problem is...

Commented [B9]: Paragraph 3

- Say a little more about your problem, and ask the person you are writing to for help.
e.g.: I'm worried because...
Can you help me?

Commented [B10]: Ending

- Give your letter a suitable ending.
e.g.: Yours, Salim