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Greeting

The reason to write the letter

Using linkers, write about your ideas

closure

Ending

Signature

Dear Mr Okoro,

I am writing to share with you my ideas for the new Wednesday afternoon lessons.

Firstly, I recommend starting chess lessons at school. Studies have shown that playing chess helps you to concentrate on complex tasks, and this would be of great benefit when we are studying. In addition, it would be easy to teach it successfully, since the school has several strong chess players who could help any beginners at the game.

Secondly, I think we should have brain-training lessons, where we play games that help us to think fast and improve our memory. In my opinion, brain-training computer games are extremely effective. However, games which don't require computers might also be useful, so that we can interact with our classmates and develop teamwork skills as we play.

Finally, have you considered training some students to support others in the classroom? As well as benefiting the students receiving the help, it would be a useful experience for the student teachers, because explaining a subject to someone else helps you to understand it yourself.



I hope you find my suggestions useful.

With best wishes,

Dina

1.Write the names of the elements of an informal letter.

Dear Mr Jackson,

I'm writing to give you my opinion about the way students use mobile phones in school.

Firstly, we all have mobile phones, and this is the situation we have to live with. However, some people do use them selfishly, and this may be why some people have complained. Personally it irritates me when people talk loudly on their phones in the corridors.

In my opinion, it would be helpful to ban mobile phones in some parts of the school. I think people don't realise that even when they text, the bright light from the screen is distracting. Consequently, I suggest restricting their use in places where we study. It goes without saying that they should never be used in class.

I suggest having specific areas where phones may be used, and other areas where they are forbidden. There should be signs explaining this, though, so that students know what the rules are.

It seems to me that although we should be allowed to have mobile phones in school, we should still be polite, respect other people's personal space, and use our phones thoughtfully.

I hope my suggestions are helpful.

Best wishes,

What element is missing?_____

LIVEWORKSHEETS

explore **language**

The tone we use in letters and emails depends on who we are writing to.

semi-formal tone

Use this to write to a person in authority.

Use phrasal verbs or longer verbs.

Don't use slang.

Use any relative pronouns or none.

Use formal or informal linking words.

Use polite language, e.g.

Would you like … ? instead of *Do you want … ?*

Perhaps we could … ? instead of *Let's …*

Please could you … ? instead of an imperative.

8 Read the exam tip and plan your letter.

exam tip: semi-formal letters and emails

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- Use suitable opening and closing phrases.
- Give the reason why you are writing in the opening sentence (*I am writing to …*) so that the reader knows immediately what the letter or email relates to.
- If you need to include several ideas, you can start paragraphs with *Firstly … , Secondly …* and *Finally …*

Read Dina's letter again and find the places where she has included these points.

2.-Read the writing task, and find key points. Work in pairs and discuss your ideas for what to include in your letter. Write your letter in 180-200 words.

You see this notice on the school noticeboard.

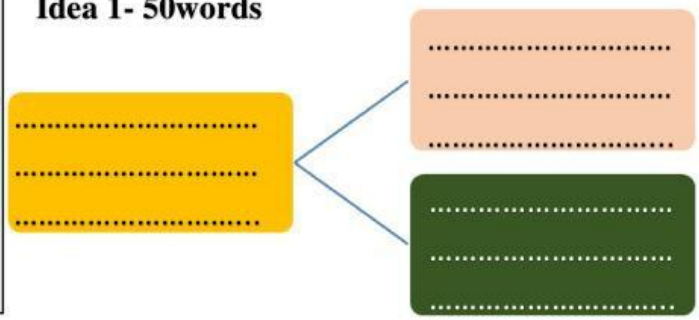
Dear students,

We are planning to introduce some new after-school activities. They could be sports, creative activities, academic subjects, or anything else that would benefit students in their future lives. We'd like to know what type of activities you think would be most useful and why. Please write to me with three suggestions, so that we can plan the best after-school programme for you.

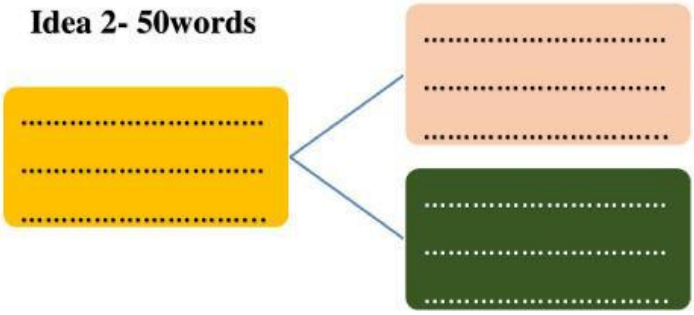
Mrs Linney

Write your letter to Mrs Linney.

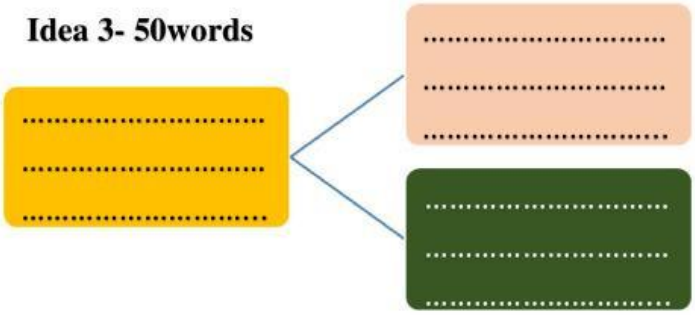
Idea 1- 50words



Idea 2- 50words



Idea 3- 50words



LIVEWORKSHEETS