GENERAL ENGLISH

LETTER WRITING

with Afla Lukman

	Informal Letter	Formal Letter
Opening Greetings	. **Dear** + first name	. **Dear** + Sir/Sirs/Madam Mr. Mrs. + family name Ms.
Goodbye	. **Bye** .**Cheers** . **See you** . **Love** (...)	. **Yours sincerely** (if you know the name of the person you are writing to). .**Yours faithfully (**if you don't know the name).
Abbreviations	. You may use (eg. I'm)	. do not use abbreviations
Letter Structure	.**1st paragraph**: say why you are writing; .**Main body**: divide it into paragraphs (use a paragraph for each idea; do not include unnecessary information); .**Last paragraph**: include closing remarks.	
After Writing	**Revise your letter**: make sure your purpose is clear; make sure you have included all your notes and avoid language errors, spelling mistakes or poor punctuation.	

Complete the chart. Which greetings belong to formal or to informal letters? Type the number.

1. FORMAL LETTERS	2. INFORMAL LETTERS

Dear John,	
Mr. Smith,	
Dear Madam,	
Dear Sir or Madam,	
My dear Sumedha,	

Complete the chart. Which endings are suitable for formal or informal letters? Type the number.

1. FORMAL LETTERS	2. INFORMAL LETTERS

	Love, Peter
	yours sincerely,
	Best wishes,
	Kind regards,
	Yours Jane,
	Yours faithfully,

LIVEWORKSHEETS