



O'level
Foundation
Week 30

The Write Tribe

**SITUATIONAL WRITING:
INFORMAL LETTERS**



Section 1: Directed writing (30 marks)

Question: You want to invite your childhood friend for your 16th birthday party. It has been 4 years since you last saw her. Write a letter to your friend inviting them to your birthday party. You should include the following:

- When and where is your birthday taking place.
- What are some fun activities you are planning for your birthday.
- You are organizing a pot luck. Request your friend to bring a special dish.

Cover all three points in detail. You should make your letter friendly and polite and start with “Dear Janine” You should remember to give a suitable ending as well.



Informal letter

1. Who am I writing for? [Audience]

2. Why am I writing this? [Purpose]

3. How is this piece to be written? [Format]

4. What is the tone I should use? [Language]



Informal letter



Informal letter:

Section 1: Directed writing (30 marks)

Question: You need to borrow your friend's PENTEX film camera for an Instagram photo competition. Write a letter to your friend asking that if you can borrow this item. You should include the following:

- What is the competition about? What is the grand prize?
- For how long will you need it for.
- Why you need it and how will you use it.
- Offer to do something for them in return.

Cover all four points in detail. You should make your letter friendly and polite and start with "Dear Freddie" You should remember to give a suitable ending as well.



Informal letter

1. Who am I writing for? [Audience]

2. Why am I writing this? [Purpose]

3. How is this piece to be written? [Format]

4. What is the tone I should use? [Language]



Informal letter



Additional exercise

Change the following sentences to informal language

1. Ask for / Request

Informal: I [redacted] for a map because I was lost.

Formal: I [redacted] a map because I was lost.

2. Set up (phrasal verb) / Establish

Informal: John [redacted] his business in 2008.

Formal: John [redacted] his business in 2008.

3. Find out / Discover

Informal: When did you [redacted] the truth?

Formal: When did you [redacted] the truth?



4. Give / Donate

Informal: She [REDACTED] some money to charity.

Formal: She [REDACTED] some money to charity.

5. Help / Assist

Informal: I would be happy if you could [REDACTED] me.

Formal: Your [REDACTED] would be immensely appreciated.

