

Let's work with Formal Letters!

Important keywords and phrases Abbreviations: These are short forms of words which are sometimes used in letters or addresses. When you shorten a word, you must put a full stop after it to show that you have left out some letters.



a) Quiz - Match the following abbreviations to their meaning drawing a line.

Mr.	Street
Ms.	Grove
Dr.	Road
Fr.	for a priest
Ave.	Gardens
Cres.	Park
Dr.	Avenue
Gdns.	Drive
Gr.	for a woman
Pk.	for a man
Rd.	for a doctor
St.	Crescent

b) Letter Writing Quiz. Choose the correct answer.

1 When you write an informal or formal letter you always put your address on:

- The top left hand corner
- The bottom left hand corner
- The top right hand corner

2 The date of a letter always goes:

- Under your address
- Under your signature
- Under the greeting



3 When you do not know the name of the person you are writing to you begin your letter with:

- a. Dear Sir
- b. Hi
- c. Dear Sir/Madam

4 In a formal letter when you know the name of the person you are writing to the sign off you use is:

- a. Yours faithfully
- b. Yours sincerely
- c. Lots of Love

5 You are writing to a person called Ronan Quinn, who is the Manager at Sports World. You want to complain about **a tracksuit you bought. The color has faded after one wash** How would you begin the letter?

- a. Dear Ronan
- b. Dear Mr Quinn
- c. Dear Quinn

6 You are writing to the Principal of a school. Which sign-off would you use?

- a. Yours faithfully
- b. Your friend
- c. Love

7 You are writing to the manager of Max Petrol Station to ask about vacancies for part-time work. It's on Summerhill Road, Castletown, Dublin 4. You don't know the name of the manager. How would you address your envelope?

- a. Max Petrol Station
Summerhill Road
Castletown
Dublin 4
- b. The Manager
Summerhill Road
Castletown
Dublin 4
- c. The Manager
Max Petrol Station
Summerhill Road
Castletown
Dublin 4

8 You must mention where you found out about the job in:

- a. Introduction
- b. Paragraph 1
- c. Paragraph 2

9 Mention your skills and qualities in:

- a. Introduction
- b. Paragraph 1
- c. Paragraph 2

10 Do not include:

- a. Personal information
- b. Formal expressions
- c. Jargons and contractions