

General outline for letters/emails of recommendation

greeting

Dear Mr Jones,
Dear Sir/Madam,

Paragraph 1

reason(s) for writing

Paragraphs 2,3

recommendation
(qualities/features & examples/justifications)

Paragraph 4

summary of points, closing remarks

sign off

Yours sincerely,
Yours faithfully, +
(your full name)

Useful Language

Giving your opinion

- In my opinion ...
- I think/believe/feel that ...
- To me...

Listing points

- In the first place • To start/begin with
- Firstly • First (of all) • For one thing

Adding points

- Furthermore • In addition
- Additionally • What is more
- Moreover • Second • Secondly

Introducing reasons/Expected results

- This way ..., This would mean ...
As a result, ...

Concluding

- All in all • All points considered
- In conclusion • To conclude

Useful Language

Recommending a person

- I am writing (on behalf of ...) to nominate/put forward ... for ...
- ... is an ideal candidate/choice for ...
- ... makes him/her/the perfect choice (for ...).
- On account of his/her/the
- I firmly believe he/she deserves ...
- I would (highly) recommend ... for the ...
- I hope you will take my/our nomination into consideration.

Recommending a place

- I am writing (on behalf of ...) to recommend ... for ...
- ... is the ideal place for ...
- I firmly believe that ...
- The ... is (*conveniently located/reasonably priced/within walking distance of ... etc.*)
- Taking everything into consideration,/In summary, ...
- I/We hope you will consider my/our recommendation.
- Please inform me/us of your decision on the matter.

1 a) Read the rubric and the model. Underline the correct phrases. What is each paragraph about? What style is it written in? Give examples.

The student council at your school is looking for a place to hold a party for school leavers. Write a letter (180 words) to the headteacher Mrs Godfrey, recommending a place, explaining why you think it would be a suitable venue for the party.

Dear Mrs Godfrey,

► As you 1) know/are aware, the student council 2) are planning/ want to throw a party for school leavers at the end of June. 3) They asked me to write to you/I am writing on their behalf to 4) recommend the Seaview Hotel as a possible venue/see if we can have the party at the Seaview Hotel.

► Firstly, the Seaview Hotel 5) is able to accommodate/has enough space for a large number of people. Their function room can hold up to 250 people so 6) it would be a good option/it's a good choice. Also, it has a large dance floor with 7) enough room/ ample space for a band.

► Secondly, the hotel 8) does great food/offers an excellent catering service. They offer a hot and cold buffet which is 9) economical/cheap. Also, soft drinks are 10) included in the price/thrown in for free. Therefore, it would be 11) more cost-effective/cheaper than having a formal dinner.

► All in all, I believe that the Seaview Hotel would be a 12) suitable venue/good place to have the school leavers' party. 13) Let me know if you agree/Please inform me whether you are in agreement 14) as soon as possible/at your earliest convenience.

Yours sincerely,

Gemma Brown

Answer key:



Recommending (pp. 47-48)

1 a) 1 you are aware
2 are planning
3 I am writing on their behalf
4 recommend the Seaview Hotel as a possible venue
5 is able to accommodate
6 it would be a good option
7 ample space
8 offers an excellent catering service
9 economical
10 included in the price
11 more cost-effective
12 suitable venue
13 Please inform me whether you are in agreement
14 at your earliest convenience

You have seen this notice on the school noticeboard.

Young Artist Competition

Who do you think should win? The artwork is on display in Room 10 and now it's up to you to judge who should win. Write a letter to the headteacher, Mr Black giving your recommendation.

Write your letter (140-180 words).

Hi Mr Black,

I want to suggest Scott Smith for the Young Artist Award. I believe he should be the winner of the competition because he deserves it.

First of all, Scott Smith's work with the title 'Monday Morning' is an abstract painting. This makes it open to many interpretations and each person can see something different in it. So, it appeals to lots of different people in different ways. Also, I think it makes the people who see it experience different emotions and feelings.

What's more, his work is eye-catching. The depth of colour, the use of light and shadow and the shapes, lines and texture make it very attractive and interesting.

Clearly, Scott Smith is a great artist and he should win the competition. I hope you will agree with me.

Best wishes,

Adam Bennett

Your teacher has asked students to recommend a suitable place for a class educational trip. Write an **email** (80-120 words) to your teacher nominating a place to visit that you think is educational and interesting for students, and explaining why you chose it.

b) Write your letter/email. Use phrases from the Useful Language box. Follow the outline

Number of words: