

DEVELOPING WRITING – UNIT 5 – SB

✍ WRITING BANK

Useful expressions and conventions in a formal letter

- If we know the name of the person we are writing to, we begin *Dear Mr/Mrs/Ms* and their surname. We finish *Yours sincerely*.
- If we don't know the name of the person we are writing to, we begin *Dear*

Sir

 or

Madam

.
We finish *Yours*

faithfully

.
- In formal letters we do not use

contractions

, e.g. we write *I would*, not *I'd*.
- We often use more formal words and expressions, e.g.

I would be very grateful to receive the chance

 ... instead of *I'd be really happy to get the chance*.
- We often start formal letters with *I am writing to ...* and then explain why we are writing.
- We often end formal letters with expressions like *I*

look forward

to
receiving your reply.

4a Read the information below about a scholarship. Write a letter of application using expressions and conventions in the Writing bank to help you. Include information to make yourself the ideal candidate. Write between 150 and 180 words.

Combined English Scholarship

We have two scholarships for students who are interested in combining their chosen subject (any subjects are possible) with an English Studies programme. Applicants must have good academic marks and should have interests in extracurricular activities such as music, theatre, or literature. Active participation in a sport is also an advantage. Send your letter of application to [this address](#).

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