Formal or Informal?

Writing a letter...

Model formal Letter making suggestions

Dear Teacher,

I hope you are well. I am writing to you to share my thoughts about how we can help people in need and promote peace in the world. I believe this is a very important topic that we should all think about.

Nowadays, many people suffer because of poverty, violence, and lack of respect. This makes me feel sad and worried, because everyone deserves to live in peace and safety. I believe that understanding and kindness can help make the world a better place.

As a person, I try to be kind, respect others, and help people whenever I can. I also think it is important to stand up for others and support those who are in need. Small actions can make a big difference.

As a school, we can organise charity events, raise awareness through projects, and write letters to social media, the Mayor, or the Prime Minister. In this way, we can share our ideas and encourage more people to help create a peaceful and fair world.

Yours sincerely,
Dimitri

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Exercise 1 – Identify the Parts of the Email and match each part with its function.

Part of the email	Function
Greeting	a. Shows respect and ends the letter
Paragraph 1	b.Introduces the topic
Paragraph 2	c.Describes the problem and feelings
Paragraph 3	d. Explains what the writer can do
Paragraph 4	e. Explains what the school can do
Closing & signature	f. Shows who wrote the email

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Exercise 2 – Making Suggestions

Use the sentence starters below to make suggestions about how to help people and promote peace.

1. I think we should...
2. We could help by...
3. It would be a good idea to...
4. In my opinion, people should...
5. As a school, we can...
6. One way to help others is to...
7. We should try to...
8. Another good way to promote peace is to...

Exercise 3 – Topic Vocabulary Gap-Fill. Complete the sentences using the words from the box. Each word is used once.

peace | poverty | respect | help | awareness | community | rights | support

Complete the sentences.

1. Many people live in _____ and need help.
2. Everyone deserves _____ and kindness.
3. We should protect human _____.
4. Schools can raise _____ about world problems.
5. We should always try to _____ others.
6. A strong _____ works together.
7. People need _____ when they face difficulties.
8. Peace helps people live without fear or _____.

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Exercise 4 – Choose the Correct Connector. Circle the correct answer.

1. Many people suffer, **because / but** they do not have basic needs.
2. I want to help, **so / because** I care about others.
3. We can write letters, **and / but** organise charity events.
4. The problem is serious; **however / overall**, we can make a difference.

Exercise 5 – Find the Word in the Email. Read the model email again. Find the word that matches each definition.

1. Not having enough money
2. → _____
3. Being kind and fair to others
4. → _____
5. To help people understand a problem
6. → _____
7. A person who leads a city
8. → _____
9. To help someone who needs it
10. → _____
11. A place where students learn together
12. → _____
13. A calm situation without fighting
14. → _____
15. Actions that help those in need
16. → _____

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