

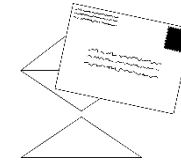
Purpose

To communicate information directly to another person. To express a point of view about something,



English writing genres

Letter writing LKS2



Useful words and phrases

Openings:

I am delighted to inform you that...

It has come to my attention that...

I am grateful to you for...

I wish to express...

I would like to inform you that...

Closing comments:

A swift response would be greatly appreciated.

I look forward to hearing from you in due course.

Do not hesitate to contact me if I can be of any further assistance.

Thank you once again.

Additional language features

Useful expressions:

As I see it,

I appreciate that...

I hope that...

It appears that...

It concerns me that...

I would be grateful if...

I would prefer...

I would rather not...

Please accept my...

Please consider...

It seems to me...

It would be helpful if...

Features of letter writing

- Letters can be formal (speaking to an important person or someone you do not know) or informal (how you would talk to your friends and family) depending on its purpose.
- The letter should start with 'Dear' or a similar greeting.
- The reason you are writing should be stated in the first paragraph.
- Letters end with a comment which shows you expect a response. For example: I look forward to hearing from you.
- The letter should be signed off correctly - Yours sincerely, yours faithfully.
- If the letter is informal, it may be signed off less formally - Lots of love, Looking forward to seeing you, Best wishes,

In Year 3, do you remember writing a letter to Nyasha from Manyara in 'Mufaro's beautiful daughters'?

