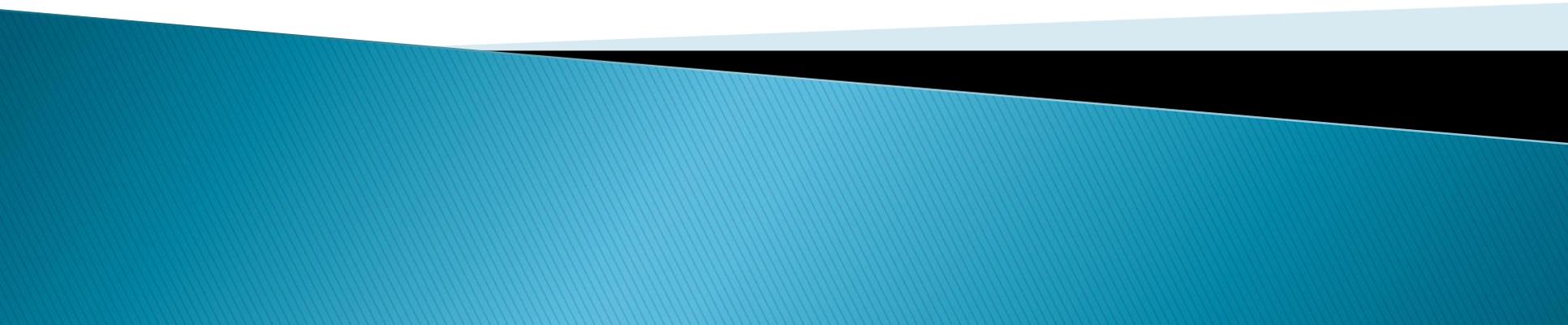


Formal letter and informal letter

Teacher: D.Jabborova



Formal letter and informal letter

- A. Definition of formal letter and informal letter.
 - B. Rules for writing formal letter.
 - C. Content of formal letter
 - D. The different from American style and British
 - E. Abbreviation used in letter writing.
 - F. The format of informal letter.
 - G. Sample of formal letter.
 - H. Sample of informal letter.
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A. DEFINITION OF FORMAL LETTER AND INFORMAL LETTER

A formal letter is a letter written to a business, a college, or any professional that are not considered friends or family.

An informal letter is a letter you would write to a friend or family

B.RULES FOR WRITING FORMAL LETTER IN ENGLISH

Addresses:

1) Your Address

The return address should be written in the top right-hand corner of the letter.

2) The Address of the person you are writing to

The inside address should be written on the left, starting below your address.

Date:

Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to.

Write the month as a word.

Salutation or greeting and ending a letter

Salutation

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to use this. It is always advisable to try to find out a name.

2) Dear Mr. Jenkins,

If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

Ending a letter:

1) Yours faithfully

If you do not know the name of the person, end the letter this way.

2) Yours sincerely

If you know the name of the person, end the letter this way.

3) Your signature

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

C.CONTENT OF A FORMAL LETTER

Content of a Formal Letter

First paragraph

The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

D. The style of formal letter in America and UK is different from some aspect.

American Style

1. Heading. According to the format, but usually aligned to the left.

2. Date. January 17, 2009 (month-day-year). According to the format but usually aligned to the left (two lines below the heading).

3. Salutation. Dear Mr. / Mrs. Dear Sir or Madam: Gentlemen: After the salutation there is a colon (:)

4. Complimentary close
Sincerely, Sincerely yours,
Yours truly,

British Style

1. Heading. The heading is usually placed in the top right corner of the letter (sometimes centered).

2. Date. 17 January 2009 (day-month-year). Usually placed directly (or one blank line) below the heading.

3. Salutation. Dear Mr. / Mrs. Ana, Dear Sir or Madam, Gentlemen, After the salutation there is a comma (,)

4. Complimentary close
Sincerely, Yours sincerely,
Yours faithfully,

E. Abbreviations used in letter writing

Abbreviations Used in Letter Writing

The following abbreviations are widely used in letters:

asap = as soon as possible

cc = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)

enc. = enclosure (when you include other papers with your letter)

pp = per procuracionem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)

ps = postscript (when you want to add something after you've finished and signed it)

pto (*informal*) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)

RSVP = please reply *répondez s'il vous plaît*

Your Address

Date

Greeting

Introduction - Opening

Main Body - Contents

Conclusion - Closing

Ending – Signing off

Signature



The language used is simple and friendly

You can use contractions such as *can't*, *I'm*, *won't*, *you're* and so on.

For examination, do not use slang like, "*Hey*, *Wassup.*", "*gonna*", "*kinda*", "*wanna*"

The format of writing an informal letter

Explanation

Address

- The writer's address is written at the **top right-hand corner**
- For example:

Navai 8/8,
Namangan,

Date

- Written **below** the **address**.

For example: 6 June 2011

Greeting

Written on the **left-hand side of the letter.**

Begin with:

Dear.....,

For example: Dear Amin, Dear Latifah,
Dearest....., or My dear....., (for close friends &
family)

For example: Dearest father, My dear Uncle
Sayid, Dearest Lily,



Opening(1st paragraph)

You may begin your letter by:

- Asking about the person's health. For example:

Ø How are you? I hope that you're in the pink.

Ø How's your family getting on?

Ø I'm fine and I hope you're fine too.

Ø I hope that you're as fit as a fiddle.

- Asking what the reader had been up to?

Ø How's the weather at your place? Not too hot I hope.

Ø Did you get to visit your grandparents?

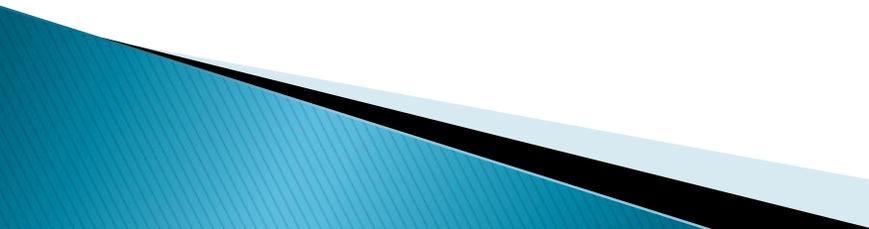
Ø Did you go on your trip to Paris as you had hoped? They say Paris is a beautiful city.

Expressing happiness and sorrow

- Expressing happiness: For example:
 - Ø I received your letter on...
 - Ø I'm happy to receive your letter...
 - Ø Thank you for your letter which I received.....
 - Ø I'm so glad to hear.....
 - Ø I'm glad to learn that....
- Expressing sorrow:
 - Ø I'm sorry to hear that.....
- Expressing apology:
 - Ø I'd like to say sorry for...
 - Ø I'm sorry for not writing....

Content(several paragraph)

In the 2nd paragraph, mention your main reason for writing the letter. You may use the following phrase:

- ∅ In your last letter, you wanted me to describe / advice.....
 - ∅ I'm writing this letter to....
- 

Closing(last paragraph)

Inform the reader that you are ending the letter. You may use the following phrases:

- Ø I'll write again soon.
- Ø Do write to me soon.
- Ø Well, that's about all for now.
- Ø Please give/send my regards to...
- Ø Please convey my warm regards to....
- Ø Let me pen off here.
- Ø Take care of yourself.
- Ø Hope to hear from you soon.
- Ø I'm looking forward to hearing from you soon.
- Ø Hope to receive a reply from you.
- Ø Bye / Goodbye.

Signing off

Signing off

If you are writing to your parents, you can sign off using:

- Ø Your loving daughter,
- Ø Yours lovingly,
- Ø Yours affectionately

If you are writing to friends or relatives, you can sign off using:

- Ø Your friend,
- Ø Yours sincerely,
- Ø Yours faithfully,
- Ø Your niece / nephew,

Signature

Sign your name at the **bottom** of the letter in **the right-hand corner.**



G.Sample of formal letter

14 Plowden Road
Torquay
Devon
TQ6 1RS
Tel 0742 06538

22 December 2007

The Secretary
Hall School of Design
39 Beaumont Street
London
W4 4LJ

Dear Sir or Madam

I should be grateful if you would send me information about the regulations for admission to the Hall School of Design. Could you also tell me whether the school arranges accomodation for students?

Yours Faithfully

Allan P

Allan Parker

H.Sample of informal letter

22 Green Street
London
W1 B 6DH
Phone 071066429

22 December 2007

Dear John and Ann

Thanks a lot for a great weekend. We really enjoyed ourselves.

Bill and I were talking about the holidays. We thought it might be nice to go camping in Scotland for a couple of weeks. Are you interested? Let me know if you are, and we can talk about dates.

See you soon, I hope. Thanks again.

Love
Alice

PS Did I leave a pair of jeans behind in the bedroom? If so, do you think you could send them on?