

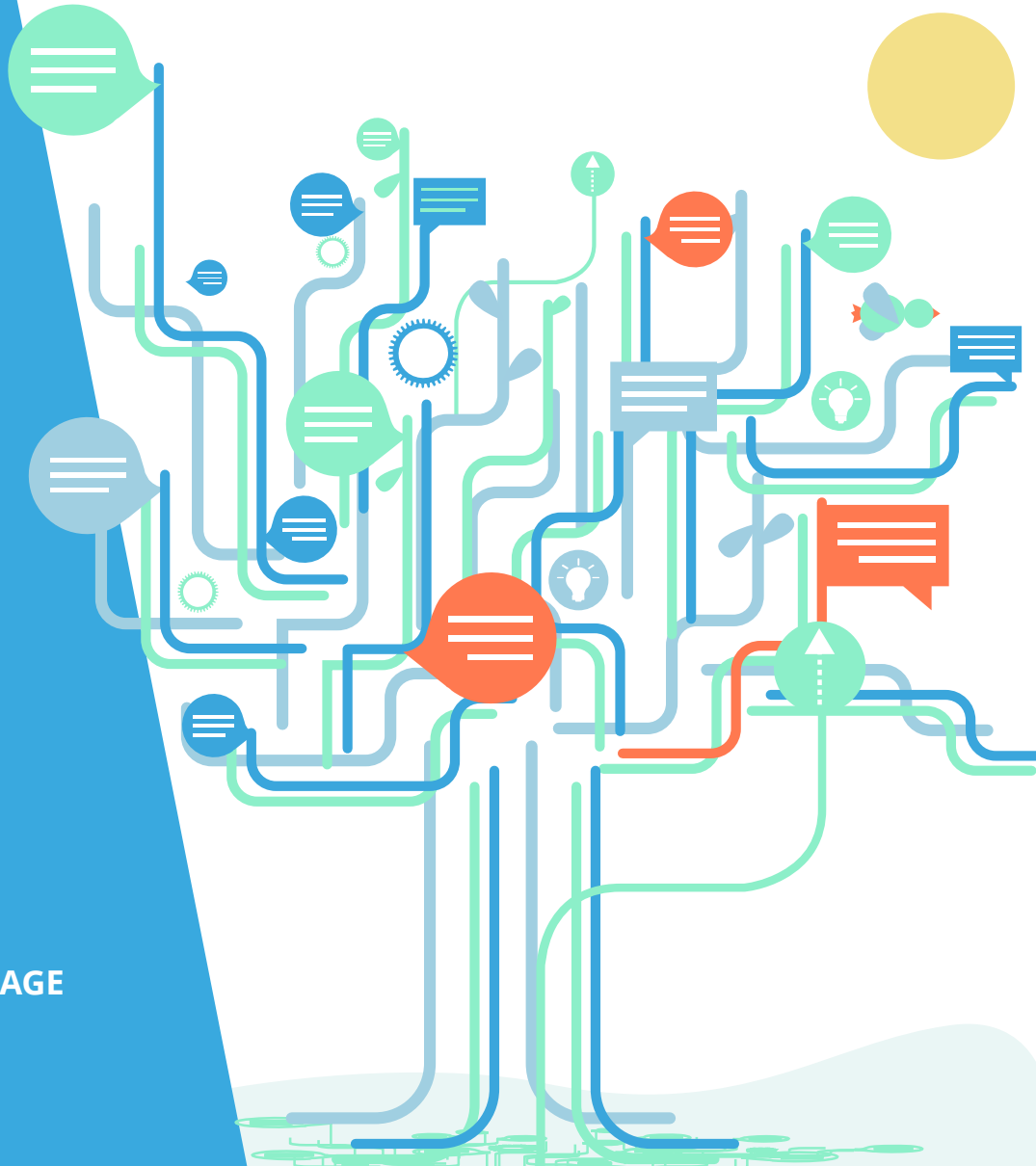
Writing a letter

WRITING

LEVEL
Beginner

NUMBER
A2_1071W_EN

LANGUAGE
English

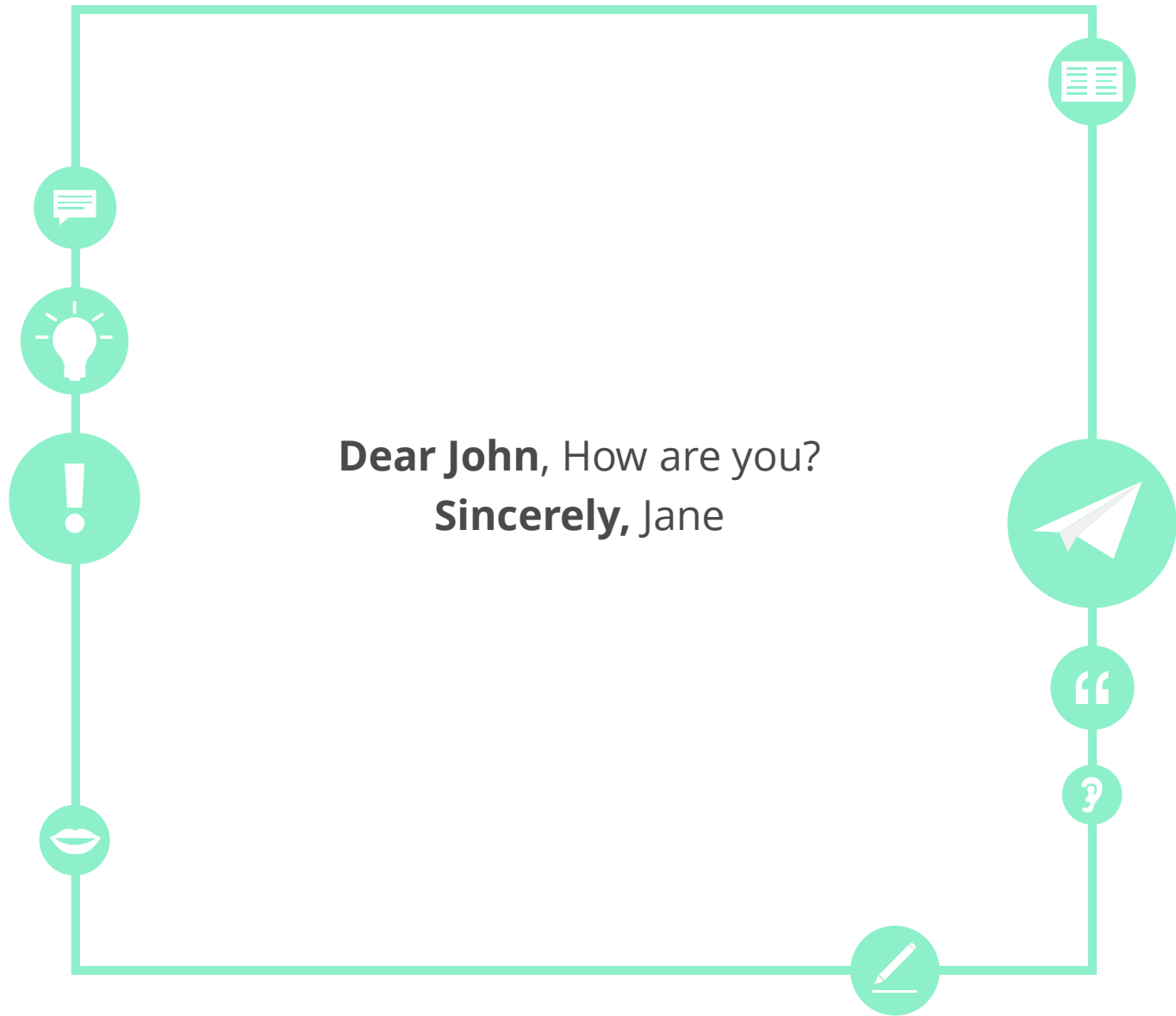




Goals

- Can structure a simple letter.
- Can distinguish between formal and informal fixed phrases that are used in letters.





Dear John, How are you?
Sincerely, Jane



Introduction to writing letters

- There are several ways to begin a letter – some are more **formal**, while others are **informal**
- **Formal** greetings are useful for applying to jobs or someone you don't know. **Informal** greetings are better for friends and family members.

Informal Greetings	Formal Greetings
Hello,	Dear Sir,
Hi there,	Dear Madam,
Hey,	To whom it may concern,



Introduction to writing letters

There are also many ways to end a letter – both **formal** and **informal**. The end of a letter is followed by a comma, and then your name.

Informal	Formal
See you soon,	Best regards,
Take care,	Best wishes,
Love,	Sincerely,



Vocabulary review

to answer

to be free

to write

**Unfortunately,
I'm unable to...**



plan

to attend

to get together

**It would be my
pleasure**



Making plans



Do you have any **plans** this weekend?

Let's **get together** for dinner!



Unfortunately, I'm unable to meet this weekend.

But **I am free** next Tuesday!





Making plans



I'm sorry, but I can't **attend** the party.

She **wrote** me a letter, so I **answered** it.



Can you please **answer** my letter as soon as possible?

It would be my **pleasure to attend** your **wedding!**





Make 2 lists

Write a list of when you write formal letters and when you write informal letters. For example, a letter to complain about your gas bill is formal, but a postcard to a friend is informal.

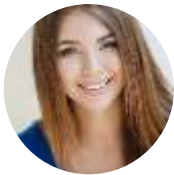
formal

informal



Tell your teacher

Are these beginnings formal or informal? Why do you think the people are writing?



Hi Alex,
Thanks so much for your letter! I can't wait to see you too.

Dear Marie and John,
Thank you for the invitation. Unfortunately I will be unable to attend.



Hi James,
I got your email. I can't come on Thursday. I'm free on Friday.



Writing practice

Write three sentences using the words below

dinner party

this evening

soon

A sheet of white lined paper with a spiral binding on the left side. The paper has seven horizontal lines for writing.



Vocabulary review

soon

to go out

event

next week

evening



to listen

to watch

full schedule



Making plans



Would you like **to go out** to lunch?

I **am free** on Thursday or **next week**.



Would you like **to watch** a movie?

We can go to a concert and **listen** to the music.





Making plans



Do you have any plans **this evening**?

I have a **full schedule** until next week.



There is a big **event** in the city this weekend.

Next week I am having a party.





Match the beginnings and endings

Do you want to go...

in big cities. **is full.**

Which movie **I'm free**
do you... **tomorrow.**

I'm busy **There are lots**
today but... **of events...**

out next week? **want to**
watch?

I'm so busy. My schedule...



Correct the text below

Dear Samantha,

How is you? I am doing great! I am have a party this weekend. Would you liking to come? My friends and roommates are coming. We is having pizza and snacks. The party is at 9pm in Friday. I hope you can come!

See you soon,
Frank



Fill in the blanks

Hi Emily,

_____ are you? I
_____ love to come to your
party, _____ unfortunately I
have a _____. Maybe we can
_____ to dinner
_____?

Sincerely,
Tom



next week

how

full schedule

but

go out

would



Informal to formal

This is an informal letter. Can you change some of the phrases to make it formal?

Hi Sabrina,

Thanks for your letter. I can't come to your party on Friday but I'm free on Saturday afternoon. I will be really happy to see you.

Love,
Jane.

For example: Hi Sabrina = Dear Sabrina,





Writing practice

Write a short letter inviting a friend to an event. Say when and where it is. Spend about 15 minutes, and try to write at least 50 words.



Compare your writing

Party invitation

Dear Julia,

How are you? I am doing great. I have not seen you for a long time! I would like to invite you to dinner. Are you free next week? We can go to a new restaurant in my neighbourhood. We can meet at 7pm at my house. Please let me know if you can come. See you soon!

Sincerely,
Tom

Compare what you wrote to the letter above. Can you improve your letter?

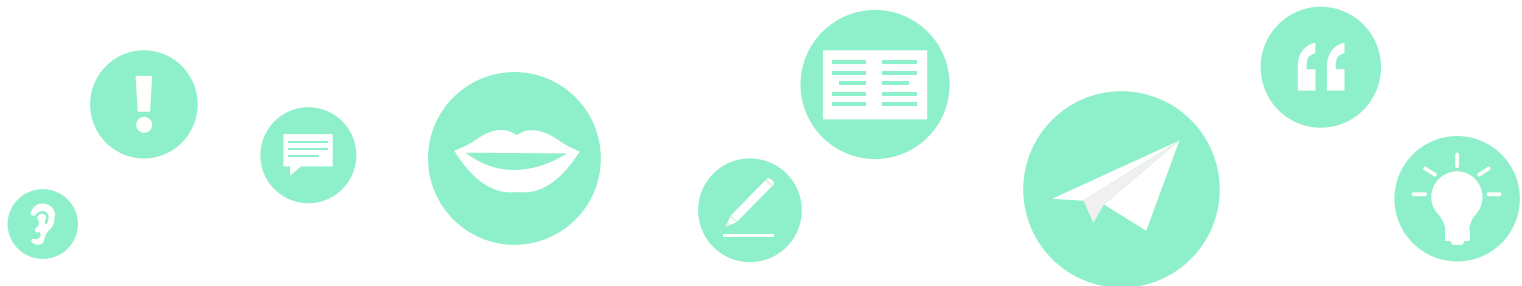


Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no

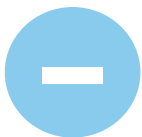




Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



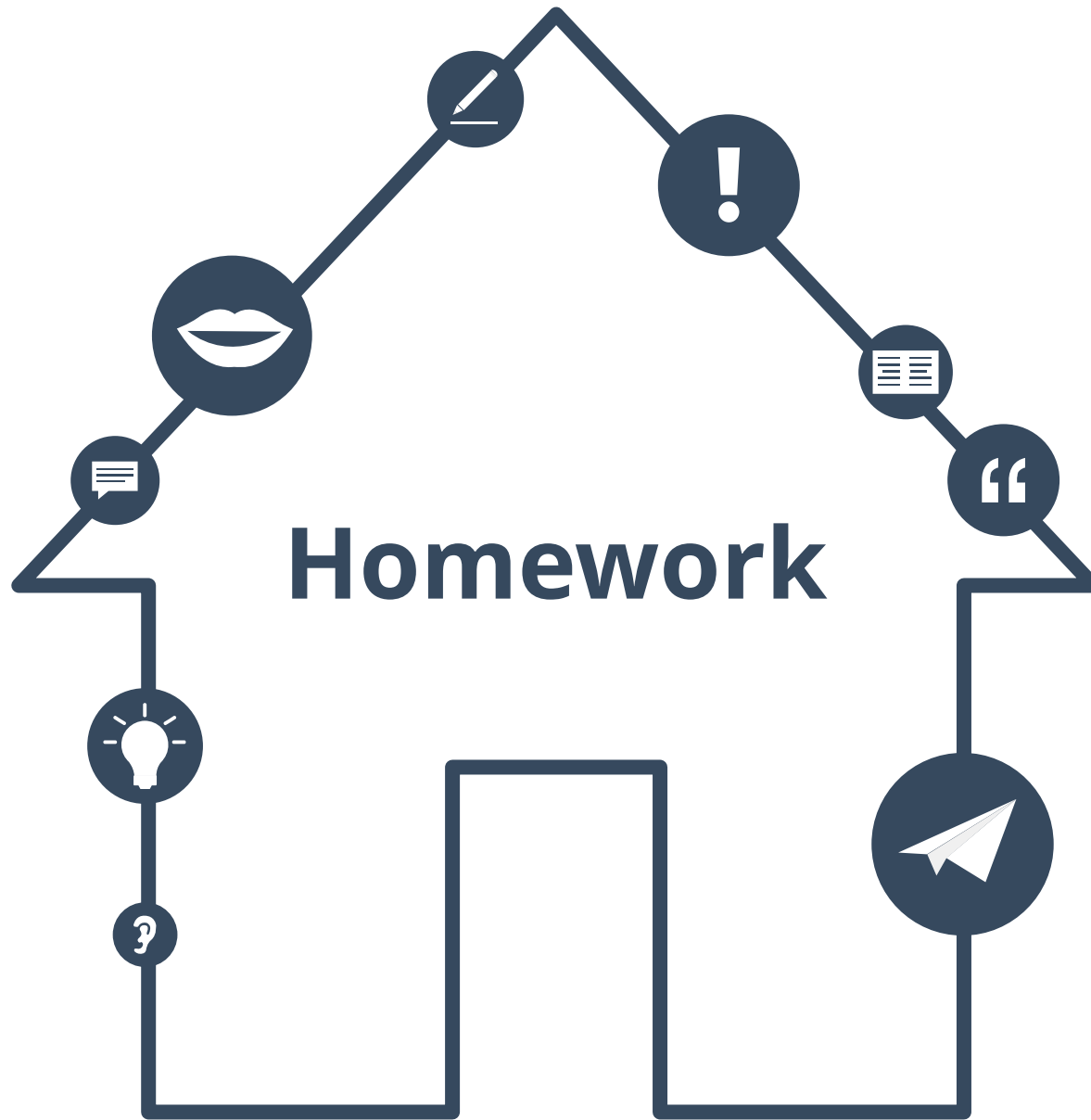



If you have time, go over
the most difficult slides again



Answer key

Exercise p.9
Formal: To whom it may concern, Dear Sir or Madam, Sincerely, Best regards
Informal: Hi there!, Take care, See you soon, Love
Exercise p. 11
Informal: to a friend you haven't seen for a while. Formal: to decline an invitation. Informal:
to a friend to arrange a meeting.
Exercise p. 16
Do you want to go out next week? Which movie do you want to watch? I'm busy today but
I'm free tomorrow. There are lots of events in big cities. I'm so busy. My schedule is full.
Exercise p.17
Dear Samantha,
How are you? I am doing great! I am having a party this weekend. Would you like to come?
My friends and roommates are coming. We are having pizza and snacks. The party is at
9pm on Friday. I hope you can come! See you soon, Frank
Exercise p.18
Hi Emily,
How are you? I would love to come to your party, but unfortunately I have a full schedule.
Maybe we can go out to dinner next week?
Sincerely,
Tom
Exercise p. 19
Dear Sabrina,
Thank you for your letter. I am unable to attend your party on Friday but I am available on
Saturday afternoon. It will be my pleasure to see you.
Sincerely, Jane





Homework activity

Choose three words from this lesson and write a sentence using each of them.

A graphic of a notepad with a spiral binding on the left. A white sticky note with a blue tab is attached to the top right, containing the text "My favourite words". The word "ambitious" is written on one of the horizontal lines of the notepad.

My favourite words

ambitious



Write a letter

Write a short letter to someone that you don't know well asking for a job interview. Write at least four sentences.

A vertical sheet of white paper with a spiral binding on the left side. The paper has horizontal lines for writing, with a margin on the left side.



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