

# WELCOME

Today's Lesson: Writing Informal Letter

“One of the reasons why people succeed in their life is because they are masterful navigators of relationships.”



# MODEL QUESTION

You are going to another country to study. You would like to do a part-time job while you are studying, so you want to ask a friend who lives there for some help.

Write a letter to your friend. In your letter,

- ▶ give details of your study plans
- ▶ explain why you want to get a part-time job
- ▶ suggest how your friend could help you find a job

Write at least 150 words.

# TYPICAL LAYOUT

1. ADDRESS OF THE WRITER

2. DATE

3. ADDRESS OF THE RECIPIENT

4. SALUTATION,

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-----5. BODY-----  
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6. COMPLIMENTARY CLOSING,

7. SIGNATURE

# HOW TO ADDRESS?

ALWAYS USE THE PERSON'S FIRST NAME

- ▶ Mr. Chowdhury
- ▶ Dear Chowdhury
- ▶ Dear Mr. Chowdhury

DON'T

- ▶ Dear Shakib
- ▶ My dear Shakib
- ▶ Beloved Shakib
- ▶ Hi Shakib
- ▶ Shakib

DO

# LETTER OPENING

## START WITH A FRIENDLY GREETING

- ▶ I am writing to.....
- ▶ In reply to your.....

**DON'T**

- ▶ How are you?
- ▶ I hope you and your family are doing good.....
- ▶ I am so great to hear from you.....
- ▶ Thank you so much for.....

**DO**

# BODY

- ▶ State your reason for writing
- ▶ Expand your purpose
- ▶ Use contractions
- ▶ Use exclamation points and ask questions
- ▶ Use imagination
- ▶ Use colloquial words and phrasal verbs
- ▶ Use varied vocabulary
- ▶ Cover all the bullet points
- ▶ Use appropriate spelling and grammatically correct sentences



# LETTER CLOSING

## CLOSE THE LETTER IN A FRIENDLY WAY

- ▶ I am looking forward to.....
- ▶ Thank you in advance.

DON'T

- ▶ Looking forward to.....
- ▶ I can't wait to.....
- ▶ Send my love/regards to.....
- ▶ Keep me in your prayers.
- ▶ See you soon.
- ▶ Keep in touch.
- ▶ Take care.

DO



# SIGN OFFs

- ▶ Sincerely
- ▶ Respectfully
- ▶ Yours faithfully

DON'T

- ▶ Best wishes
- ▶ Best regards
- ▶ Warmest regards
- ▶ With love
- ▶ Lots of love
- ▶ Yours truly
- ▶ Cordially

DO

# CAUTIONS!!!

- ▶ Don't use abbreviations like, 'u', 'luv', 'bcoz', 'sup', 'dunno' etc.
- ▶ Don't use acronyms like, 'LOL', 'OMG', 'TC', 'HBD', 'BTW' etc.
- ▶ Don't use emojis like, 😊, ☹️ etc.

That's all...!

