

Skills for Life (ESOL)

Learning Works - Go for it!

Name:	Date:
Topic/Title: Writing letters	Level: Entry1/ 2

Dear Sir **YOURS** Hello! Yours faithfully
 19th July 2010
 19.07.10 **Writing letters** Love from
 I'm sorry **Bye** SK7 8DG sincerely
 24 High St
 Little Moor
 Hampton

Label the pictures. Use the words in the box.

envelope Post-it note message letter e-mail

The image shows several communication items:

- An envelope with a postage stamp.
- A computer screen displaying an email interface with a message from BANU.
- A printed letter from Planning Depart, Stockport Council, dated 4 April 2005, addressed to Mr W. Carter.
- A yellow Post-it note with the text: "Hi Cristina, Please ring me this evening at home. Lix".
- A message card with the text: "MESSAGE To: Cristina From: Keith David Brown from Photo Swift phoned (01765 74531)."

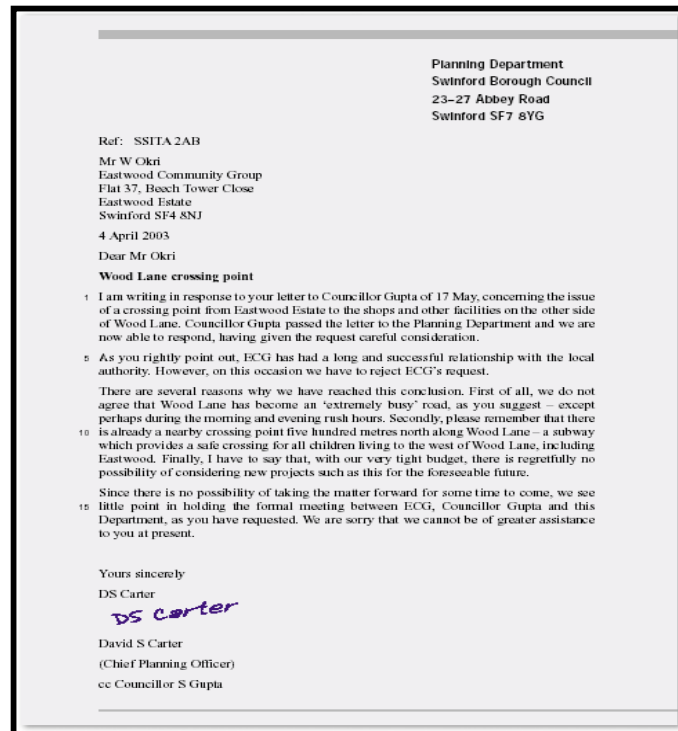
 Lines connect these items to empty boxes for labeling.

Curriculum code(s):

- Rt/E1.1a Follow a short narrative on a familiar topic or experience
- Rt/E1.1b Obtain information from texts
- Rt/E1.2 Recognise the different purposes of texts at this level
- Wt/E1.1 Use written words and phrases to record or present information

Sources: Graphics adapted from Skills for Life materials DfES publications 2003 Created by Lynn Bennison

This is a formal letter.



This is an informal letter.



Which type of letter would you send to these people? Tick ✓

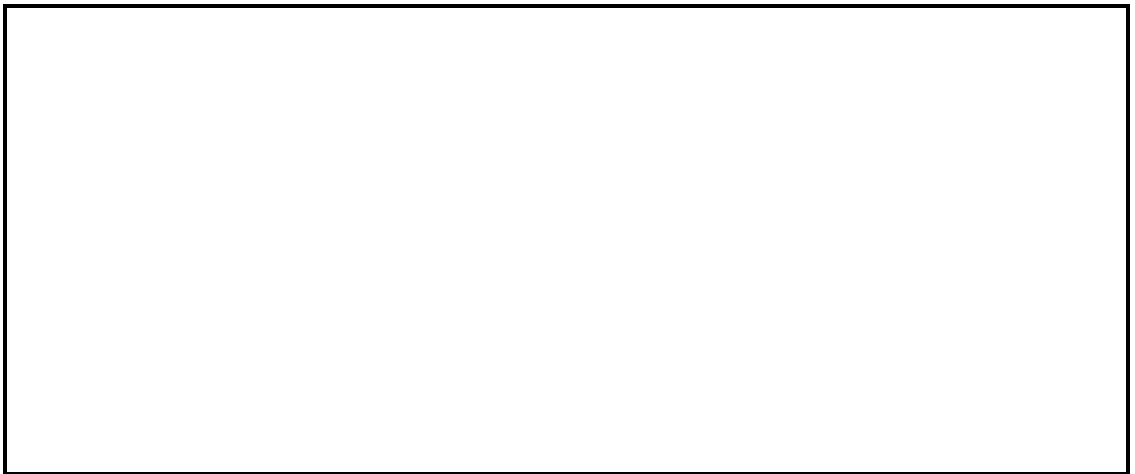
Recipient	Formal	Informal
Stockport Council		
doctor		
friend		
school teacher		
Benefits Agency		
auntie		
mum and dad		
shop		

Key vocabulary

Look - Say - Cover - Write - Check

word	1st try	2nd try	3rd try	4th try
address				
postcode				
date				
sender				
recipient				
opening				
closing				
signature				

Stick the cards in the correct places.



Tutor :

Print on card and cut up.

15 London Road
Edgeley
Stockport

SK6 7BP

20th September 2009

Dear

Tomas

I'm sorry I can't see you on Monday because I have an appointment at the dentist's. My daughter has toothache.

Please phone me at the weekend. 0161-429 5847

Best wishes

Zaynab

Read the letter and answer the questions.

1	Who is 'I' in the text?	
2	Where does she live?	
3	What's her postcode?	
4	When did she write the letter?	
5	What's her telephone number?	
6	Who's the recipient?	
7	Why is the sender writing the letter?	
8	What does she want the recipient to do?	
9	How does she open the letter?	
10	How does she close the letter?	

We use *because* to give an explanation.

Join the sentences.

My son can't come to school today because

I haven't done my homework because

We can't come to your party because

My daughter can't go to school because

I want to leave class early because

we will be on holiday.

he is going to the doctor's.

she has toothache.

I have an appointment at the hospital.

my son was sick.

Write five sentences using *because*.

Tutor: Print on card and cut up. Learners to match parts.

Hi Anna!

How are you? Can you come to lunch on Friday?

Dear Mrs Bockus

Sam Ahmad can't come to school today because he's ill.

Dear Sir or Madam

I am writing to apply for Housing Benefit.

Meet me in the cafe in Marks and Spencer's.

Say 12.30? If that's too early, phone me.

He has stomach ache. I am taking him to the doctor's.

He has an appointment at 10.30.

Please send me an application form.

See you!

Love

Mario

xxx

He will be in school tomorrow.

Yours sincerely

Rabina Ahmad.

Many thanks

Yours faithfully

L M Martinez (Mrs)

We use different openings and closings for different types of letters.

	Tick ✓	Formal	Informal
Dear Sir or Madam			
Hi there!			
Dear Mr White			
Dear Anna			
Dear Mr and Mrs Hussein			

See you!			
Yours faithfully			
Love Lucy			
Yours sincerely			

You use *Dear Sir or Madam* when you don't know the recipients name.

You use *Yours faithfully* with *Dear Sir or Madam*.

We use different layouts for different types of letters.

sender's address

postcode

date

recipient's name
and address

postcode

Dear

recipient's name
or Sir/Madam

Yours

sincerely
or faithfully

sender's signature

sender's printed name

Tutor :

Print on card and cut up.

15 London Road
Edgeley
Stockport

SK6 7BP

20th September 2009

Mrs A Khan
Stockport Council
Town Hall
Stockport

SK1 8NU

Dear

Mrs Khan

I am writing to complain about rubbish collection.

My black bags have not been collected for two weeks.

Please can you collect them today.

Yours sincerely

S Smith

Sunita Smith (Mrs)

Why write a letter?

to apologise	I'm sorry
to make a request	Please send me
to complain	I am writing to complain
to say thank you	Thanks for my birthday present.
to inform	We're having a baby!
to make an arrangement	Meet me in the café on Tuesday.



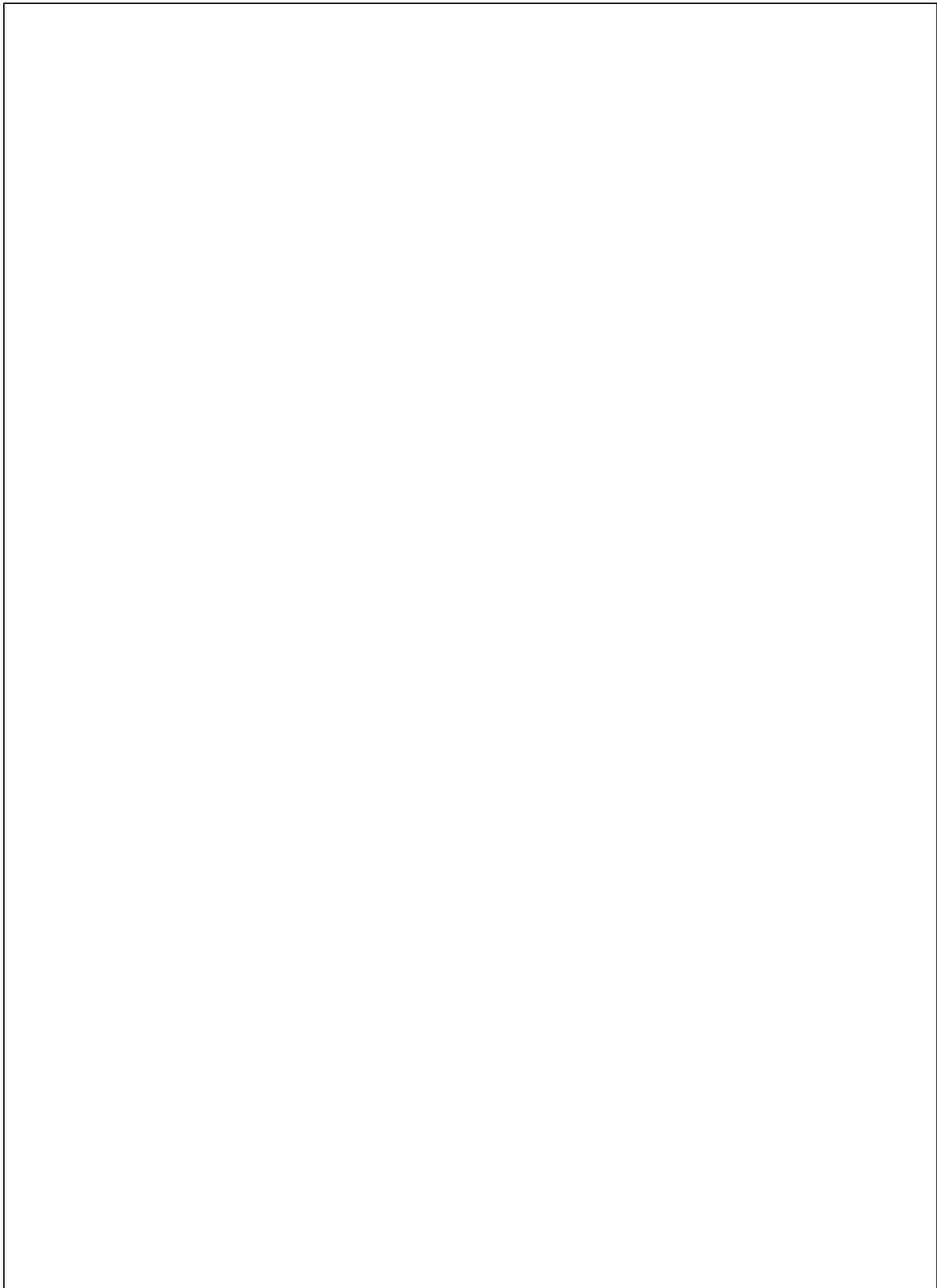
Look again at the letters. What are they for?

Sender	Purpose of letter
Maria	
Rabina Ahmad	
Mrs Martinez	
Sunita Smith	
Mario	
Zaynab	

Write a letter.

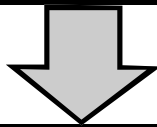
Practise here first.

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instruction boxes. It is intended for the student to write their letter in.

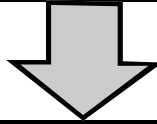


Check your work.

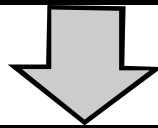
Read the letter.
Does it make sense?



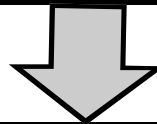
Capital letter for I?



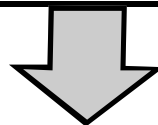
Capital letter for names?



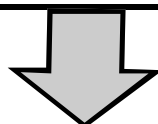
Capital letter at the beginning of sentences?



Full stops at the end of sentences?



Spelling & handwriting OK?



Happy?



Write the envelope.

Practise here first.



Give the letter and envelope to another student. Answer the questions.

1	Who's the sender?	
2	What's their address?	
3	What's their postcode?	
4	When did they write the letter?	
5	Who's the recipient?	
6	What's the recipient's address?	
7	Why is the sender writing the letter?	
8	How does she open the letter?	
9	How does she close the letter?	
10	Is the letter formal or informal?	