

Can I understand how to use the correct greetings and sign-offs in a formal letter?

Fast Five

Can you fill in the missing conjunction?

1. She left the shop _____ they didn't have the shoes that she wanted.
2. The dog looked confused _____ he looked for where he buried his bone.
3. He rode his bike _____ he reached his house.

Although	Because	Now that	That	When
As	Before	Once	Though	Whenever
After	Even if	Rather	Till	Whereas
	In order	than	Unless	Wherever
	that	Since	until	while

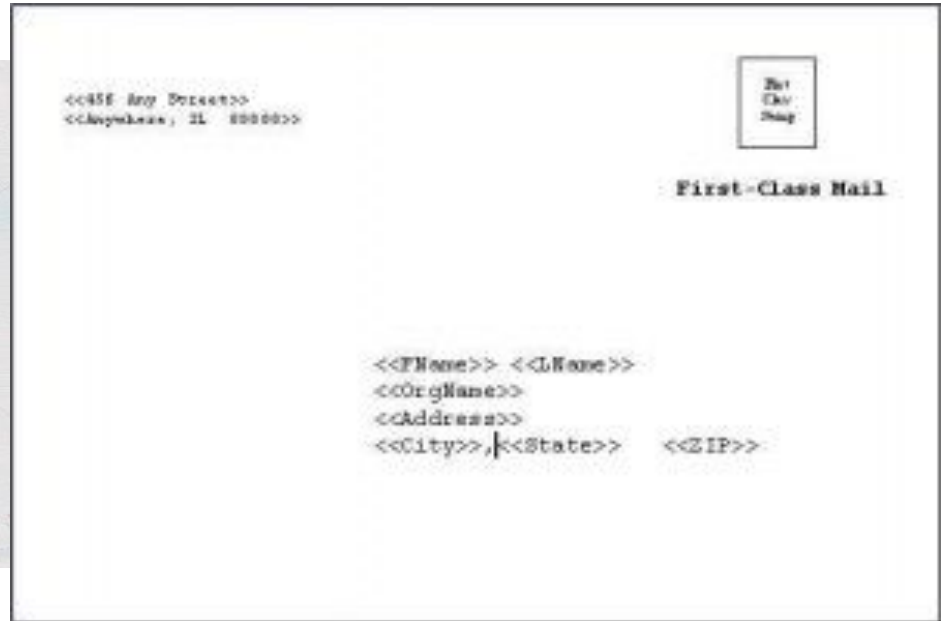
Fast Five

Can you fill in the missing conjunction?

1. She left the shop **because/as** they didn't have the shoes that she wanted.
2. The dog looked confused **while/as** he looked for where he buried his bone.
3. He rode his bike **until** he reached his house.

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What is the difference between a formal letter and an informal letter?



What is the difference between a formal letter and an informal letter?

Informal letters are written to friends and family, or someone we know very well. Informal letters are normally light-hearted, and will use friendly language, and often don't have a serious reason for being written.

Can you think of anyone you would write an informal letter to?

Formal letters are used when writing to businesses, school or otherwise important people. These letters use very professional language and often have a serious reason for being written.

Can you think of anyone you might write a formal letter to?

Starting and ending a letter

If a letter begins with the name of the person receiving a letter, you would end the letter with 'Yours sincerely.'

E.g.

Dear Mrs Knights,

I am writing this letter because.....

Yours sincerely,

Miss Nathie.

Starting and ending a letter

If a letter begins with Dear Sir/Madam, because you don't know their name, you would end the letter with 'Yours faithfully.'

E.g.

Dear Sir/Madam,

I am writing this letter because.....

Yours Faithfully,

Mrs Knights..

Can you think of any other forms of written communication?



Different forms of communication would use different sign offs.

Formal emails would begin with Dear (the person's name) or Dear Sir/Madam, and would sign off with 'Kind regards.'

E.g.

Dear Sir/Madam,

I am writing to inform you that your parcel has been left on the doorstep.

Kind regards,
Postman Pat.

Different forms of communication would use different sign offs.

Birthday cards and postcards would use more informal sign offs. Usually phrases like:

- 'Lots of love'
- 'See you soon'
- 'Wish you were here'