

Lesson 1 - Writing Formal Letters

I. Revision of grammar

A. Present perfect

1. *Read the article about Dennis Heal and put the verbs in brackets in the correct tense, present simple, past simple or present perfect.*

Dennis Heal 1. _____ (be) a politician. He 2. _____ (go) to Oxford University in 1950, and in 1957 he 3. _____ (become) a Member of Parliament (MP) for the Labour Party. He 4. _____ (be) an MP since then. He 5. _____ (be) Defence Minister from 1964 - 70. He 6. _____ (write) three books, including his autobiography *The Time of my life*, and a spy story called *The Time to Run*. He is married to the artist, Edna Heal, and they have two children. They 7. _____ (live) in Oxford for 15 years, then 8. _____ (move) to London in 1970. They now 9. _____ (live) in a house in central London.

2. *Now complete the questions.*

1. _____ ?

He's a politician.

2. _____ ?

In 1950.

3. _____ ?

In 1957.

4. _____ ?

Since 1957.

5. _____ ?

From 1964-70.

6. _____ ?

Three.

7. _____ ?

Yes, he has. It's called *The Time to Run*.

8. _____ ?

She's an artist.

9. _____ ?

For 15 years.

10. _____ ?

In 1970.

11. _____?
In a house in central London.

12. _____?
Since 1970.

B. Passive

Put the verb in brackets into a correct form.

1. Letters _____ by the postman at 8 every day. (deliver)
2. This bag _____ in the bus yesterday. (find)
3. I _____ the dress in hot water. (not wash)
4. The message _____ tomorrow. (send)
5. They _____ the offices every day. (clean)
6. This building _____ since the 1930's. (not reconstruct)
7. They _____ last umbrellas yesterday. (sell)
8. All the halls _____ next week. (paint)

II. Writing formal letters

A. Sample of a formal letter

Complete the missing information and find the mistakes in the text.

_____ *Date*

Lingua Services Galactic Ltd
69 Milk Street
LONDON SW7 6AW

_____ *Salutation (I know the name/I do not know the name)*

Translation Brochure

Send us your brochure and price list about your translation services.

We're currently developing our sales literature and web sites and we're interested in translating these into five languages apart from English.

I look forward to hear from you.

_____ *Closing (I know the name/I do not know the name)*

Andrea Philips

Andrea Philips
Marketing Manager

B. Functions and phrases of a formal letter

Study the phrases below and decide which functions they refer to. Then decide whether you would use the phrase in a formal or informal letter.

Offering help Apologising Asking for advice Giving advice
 Saying thank you Informing Making reference

	Function	Formal	Informal
With reference to your letter, I...			
In response to your letter, I can confirm...			
I saw your advertisement in the local newspaper and would like to...			
Thank you for your advice regarding...			
I am writing to thank you for your assistance.			
Thanks for your email.			
I am writing to inform you that...			
I should like to remind you that ...			
A quick note to tell you...			
I would be grateful for your advice concerning...			
I would appreciate your advice on ...			
Can you tell me about...			
I'd like your advice about...			
In response to we may suggest that you contact			
With regard to your enquiry about ... we advise you to ...			
Why don't you..			
Please do not hesitate to contact me if I can be of further assistance.			
Please contact me if you need any further information.			
Feel free to contact me...			
Please accept our apologies for this misunderstanding.			
I am writing to apologise for...			
Sorry for...			

Sources:

Headway elementary, Oxford University press