

## Writing

### Formal and informal letters

1 Here are two jumbled letters. One is written to a hotel, and the other to a friend.

Work in pairs.

Decide which sentences go with which letter, and put them in the right order.

Letter to a hotel \_\_\_\_\_

Letter to a friend \_\_\_\_\_

- a. I would like a single room with a shower.
- b. I'm writing to ask you a favour.
- c. I don't mind where you put me. I'll sleep anywhere!
- d. I have a further request.
- e. I would like to make a reservation for the nights of 22nd, 23rd, and 24th January.
- f. I hope the above is convenient.
- g. Write soon and let me know.
- h. I'm coming down to London at the end of the month to go to a conference.
- i. Could I have a bite to eat when I arrive?
- j. I hope you are all well, and that you've recovered from the busy Christmas period.
- k. I would be extremely grateful.
- l. Could I possibly have a room at the back, as I find the front rooms rather noisy?
- m. Could you put me up for a few days?
- n. Just a sandwich will do.
- o. I look forward to your reply.
- p. It's the 22nd - 24th January.
- q. As I will be arriving quite late, could you possibly put a cold buffet in my room on the 22nd?
- r. I hope that's all right.
- s. There's something else I'd like to ask you.

2 Both letters were written by Chris Bright. His address is 47, Angel Road, Blaby, Leicestershire. The hotel is Hotel Regent, 107 Carston Square, London W.1. His friend is called Jan Price. Her address is 33 Alma Crescent, London N.10.

On a separate piece of paper, decide how you would begin and end the two letters.

Think of - the address(es)  
- the salutation  
- the ending

3 Write replies to both letters. Include the following information.

From the hotel  
Confirm the reservation  
Price of the room  
Arrangements for food in the room

From Jan  
Some recent news  
Agreeing to the request  
Or Refusing the request, saying why