

LETTER

Proficiency

GENERAL INFORMATION

- **Formal** register.

Target reader may be the editor of

- a newspaper or magazine.
- State your **reason** for writing at the outset.
- Do not include postal addresses.
- Use a suitably polite **tone** for the target reader specified
- Paragraphed + suitable **opening** and **close**.
- Use suitable **paragraphing** and a range of **cohesive** devices.

STRATEGY

- Understand the scenario. Think about the purpose - what should it achieve?
- Present a **balanced view**: positive and negative opinions.
- Your letter could be read by thousands of readers: don't address the editor personally - this is your chance to make your opinions known: express them clearly and intelligently.
- Conclude your letter clearly and add a formal close, such as *Yours faithfully*.

USEFUL LANGUAGE

VOCABULARY

- **Do sth without delay**: Give priority to / take the initiative in / set in motion immediately / back the establishment of / sanction major investment in
- **Low priority**: place less emphasis on / allocate minimal resources to
- **Stop working on**: put on hold (temporarily) / freeze the development of / pull out of

STRUCTURING A LETTER

- **Opening phrases**: I am writing to express my (concern, etc.) at/about... / I am writing in response/reply to ... / I'm writing with regard/reference to...
- **Expressing personal opinion**: I would definitely agree that ... / It would appear to me that ... / Having said that, / As far as ... is concerned ... / I would (however) take issue with ...
- **Closing phrases**: I look forward to (hearing, receiving, etc.) ... / I would therefore be grateful if you could...

SENTENCE ADVERBS

- admittedly, ultimately, apparently, theoretically, amazingly, put simply, obviously, traditionally, typically, realistically, frankly, generally, coincidentally, as far as...concerned, logically, financially, technically

ADVERB AND ADJECTIVE COLLOCATIONS

- infinitely preferable / vitally important / grossly offensive / grossly inaccurate / wildly inaccurate / vehemently opposed to / wholly preferable / wholly opposed to / wholly unfounded / wholly mistaken / wholly justified / deeply offensive / deeply opposed to / deeply unpopular / drastically improved / gravely mistaken / hopelessly inaccurate / hopelessly mistaken / hopelessly inefficient / frankly ludicrous / fully improved / fully justified

SAMPLE LAYOUT

Dear Editor,

Paragraph 1: purpose of letter and brief summary of main opinion.

Paragraph 2: positive aspects

Paragraph 3: negative aspects

Paragraph 4: reasons (e.g. for sth not working)

Paragraph 5: conclusion restating overall opinion and make a suggestion

Yours faithfully,