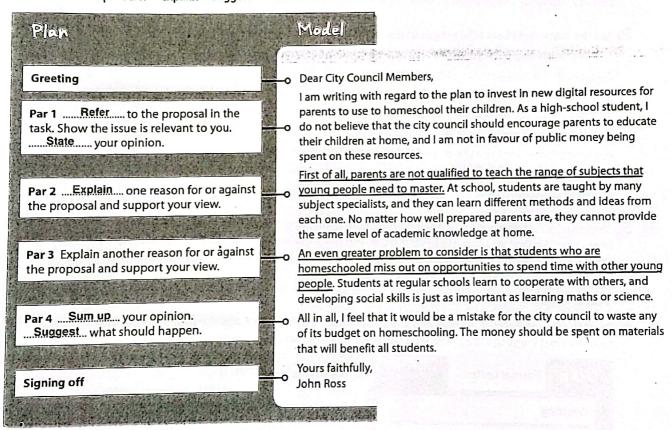
Writing A Formal Letter

Work with a Model

1 Read the task below and answer the questions that follow.

The city council is planning to develop new digital teaching materials to enable parents to homeschool their children. They want students in the city to give their opinions of this idea.

- · Write a letter to the city council to explain your opinion. Give reasons to support your ideas.
- · Start your letter, "Dear City Council Members".
 - 1. What do you think of the idea?
 - 2. Who are you writing to, and what is your purpose for writing? city council members; to express my opinion
 - 3. What should you include in your letter? reasons to support my ideas
- Read the model letter and complete the plan. Use the words below. Then answer the questions that follow. state sum up refer explain suggest



- 1. Is the writer for or against producing digital materials for homeschooled students? against
- 2. The writer presents one main reason in each of paragraphs 2 and 3 to support her opinion. Underline them.
- 3. In paragraph 3, the writer makes an important point about the social aspects of going to school. What is it? Developing social skills is as important as learning maths or science.
- 4. What suggestion does the writer make in paragraph 4?

 The money should be spent on materials benefitting all students.
- 3 IMPROVING YOUR WRITING: Formal language In a letter to someone in an official position, you need to use formal expressions. Find phrases in the model letter that mean:
 - 1. This letter is about (par 1)
 - 2. I am at high school and I don't think (par 1)
 - 3. I don't agree with (par 1)
 - 4. It makes no difference (par 2)

- 5. We should also think about another problem (par 3)
- 6. It's a bad idea to (par 4)
- 7. to spend money without a good result (par 4.

Prepare for Your Task

4 Read the task and answer the questions that follow.

Forestview High School has announced that all 16-year-old students will be offered the chance to spend a semester studying abroad, with the school paying part of the cost. They want students to give their opinions of this idea.

- Write a **letter** to the principal to explain your opinion. Give reasons to support your ideas.
- Start your letter, "Dear Principal".
 - 1. What do you think of this idea?
 - 2. Who are you writing to and what is your purpose for writing? school principal; to express my opinion
 - 3. What should you include in your letter? reasons to support my ideas



5a BRAINSTORM IDEAS Think of one advantage and one disadvantage of students studying abroad. What could you say to support each point of view? See Teacher's Guide for possible answers.

5b Are the following ideas advantages or disadvantages of students spending a semester abroad? Write A or D.

- 1. Participants may get homesick.
- 2. Students will miss lessons and have to catch up.
- 3. Participants will get to know people from other cultures.
- 4. It will encourage students to learn a foreign language.
- 5. It is unfair to those students who cannot afford it.
- 6. Teenagers need to live at home under their parents' guidance.
- 7. It will be the experience of a lifetime and broaden students' horizons.
- 8. Students will learn to be more independent.
- 5c Decide whether you are for or against the school allowing students to study abroad for a semester. Choose the ideas from 5b that you can use in your letter and think of details to support them. Now say if you think the school should spend money from the budget on covering part of the cost. See Teacher's Guide for possible answers.

Your Task

6 Read the task in Exercise 4 again and write your letter. Use Exercise 5 and the plan below to help you. Remember to use formal language. See Teacher's Guide for model writing.

Plan **Formal Letter** Dear Principal, / Sir, / City Council Members, Greeting I am writing with regard to the proposal to / news that Par 1 • Refer to the proposal in the task. is planning ... · Show the issue is relevant to you. As a high school / 16-year-old student, ... · Express your opinion. I am (not) in favour of / against / I (dis) approve of ... Par 2 Give one reason for or against the First of all.... proposal and support your view. One important consideration is ... Par 3 Give another reason for or against An even greater problem is ... the proposal and support your view. An even more important benefit is ... All in all, I feel ... Sum up your opinion. For these reasons, I believe ... · Suggest what should happen. Signing off o Yours faithfully, / Yours truly, ▶ Unit Review 3, page 129 ▶ Exam Review 1: Units 1-3, page 142