

CAE – Writing
Revision of Part 2: Letters

Part 2. (optional) **LETTER.**

Tip 1. See if your letter is formal or informal.

Tip 2. Make sure you use the corresponding remarks

Dear Mr. (name), // Yours Sincerely

Dear Sir/ Madam, // Yours Faithfully

Dear Mark, // Best wishes // Take care

Tip 3. Pay attention to what are you asked to do?

to complain & present counter arguments // to offer advice or solutions //

to describe a person & make a reference // to give information // to discuss a question

WRITE your answer in **220 – 260 words.**

Layout of a LETTER

Dear Sir or Madam, // Dear (friend)

Introduction. The reason why you are writing this letter

Body Paragraph 1. Linker, topic sentence. Support sentence (a). Support sentence (b). Support sentence (c).

Body Paragraph 2. Linker, topic sentence. Support sentence (a). Support sentence (b). Support sentence (c).

Conclusion. Summarize what you expect to happen after they have read your letter.

Yours faithfully, // Take care

your name

your name

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Revision Letter 01: (informal)

UPSTREAM Unit 7 pg 164

You have received an email from your English friend.

I really need to **get fit** this year and because you work at the local leisure centre, I thought you could give me some information about the facilities there as well as what sports it offers.

It'd be great if you could also recommend an activity that isn't too strenuous - I haven't done any real exercise since school!

All the best,

Jane

Write your **email** in 220-260 words.

TIP:

Is it Formal or Informal?

Number the questions.

How many body paragraphs will you have?

Revision Letter 02: (informal)

UPSTREAM Unit 10 pg 226

You have received a letter from an English friend.

...

My manager has asked me to organise a **fun run** for everyone at work and I remember you doing the same thing last year. You couldn't give me some help, could you?

I'd like to know what kind of event it was, what went well and what didn't. Where do you think we should have the fun run?

Best wishes,

Alan

Write your **letter** in 220-260 words.

TIP:

Is it Formal or Informal?

Number the questions.

How many body paragraphs will you have?