

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 03: (formal)

Trainer test 3

The firm that you work for would like to use an external IT company to maintain equipment and train employees. Write an email to an IT company that has been recommended to you. Your email should explain what your firm does, what kind of maintenance work you require, and why your training needs are urgent.

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 04: (formal)

Trainer test 5

You have read a magazine article which argues that big national celebrations are a waste of time and money. Write a letter to the magazine in which you describe a national celebration in your country. You should explain how this celebration is not only enjoyable for citizens but also has a useful social purpose.

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

TIP:

Is it Formal or Informal?

Number the questions.

How many body paragraphs will you have?