

Topic 1: Formal Letter Writing

Chapter 2: Composition Skills · Topic 1

Key Concept

A formal letter includes the sender's address, date, receiver's address, subject line, formal salutation, body, and formal closing.

The tone of a formal letter should be respectful and professional, avoiding casual language or slang.

Common types of formal letters include letters of application, requests for information, and complaints to authorities or businesses.

Proofreading a formal letter before sending ensures it is free of errors and maintains a professional impression.

Quick Revision Notes

- Formal letter: addresses, date, subject, salutation, body, closing.
- Tone should be respectful, professional.
- Avoid casual language, slang.
- Types: application, request, complaint letters.
- Proofreading avoids errors.
- This maintains professional impression.
- Structure matters for formal communication.
- Practice builds formal writing skills.

Practice Questions

- 1 Write a formal letter applying for a school event.
- 2 Identify the parts of a sample formal letter.
- 3 Write a formal letter requesting information.
- 4 Discuss the tone needed for formal letters.
- 5 Proofread a sample formal letter for errors.
- 6 Write a formal closing for a letter.