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| **Lesson Title:** Revision of the Formal Letter | | **Theme:** Writing | |
| **Practice Activity:** PHL-09-149 | | **Class:** JSS 3 | |
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| **Learning Outcomes**  By the end of the lesson, you will be able to:  1. Compare and contrast the features that make a formal letter different from informal and semi-formal letters.  2. Name the category of people to whom formal letters are written. | | | |

**Overview**

When you sit BECE, you will be asked to write letters. There are three types of letters: informal, semi-formal and formal. We write informal and semi-formal letters to friends and family. We write **formal letters** to respected individuals, such as principals, councillors, community representatives and ministers.

Semi-formal and informal letters have the following features:

* Sender’s address
* Date
* Salutation (examples: ‘Dear Mum,’ ‘Dear Papa,’ ‘Dear Aunty,’ ‘Dear Uncle,’)
* Body paragraphs
* Subscript (examples: ‘Your son,’ ‘Your daughter,’ ‘Your nephew,’ ‘Yours sincerely,’ and first name of writer)

Formal letters have the following features:

* Sender’s address
* Date
* Recipient’s address (to whom you are writing)
* Salutation (‘Dear Sir’ or ‘Dear Madam’ with a comma after it)
* Heading, subject or title of the letter – underlined or all in upper case letters
* Body paragraphs
* Subscript: ‘Yours faithfully’, signature of writer, full name of writer

Formal letters are different from semi-formal and informal letters in several ways:

* Formal letters do not use pleasantries such as ‘How are you?’
* Formal letters and semi-formal letters do not use slang or jargon.
* Formal letters do not use contractions, such as ‘I’m’.
* Formal letters should use formal language and varied sentences, both long sentences and short ones.

**Practice**

**Activity 1**

Identify whether the following statements are true or false.

1. It is appropriate to use contractions such as ‘can’t’ or ‘won’t’ in a formal letter.
2. Only formal letters include the sender’s address.
3. Formal letters do not use pleasantries.
4. Informal, semi-formal and formal letters have body paragraphs.
5. The sub-script changes depending on what type of letter you are writing.
6. Both semi-formal and formal letters include the recipient’s address.

**Activity 2**

Answer the following questions about letters.

1. Which people receive formal letters?
2. Which people receive informal letters?
3. Which people receive semi-formal letters?
4. Name three differences between a formal letter and a semi-formal letter.
5. What kind of language should be used in formal letters?

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**Activity 1**

1. False. It is not appropriate to use contractions in a formal letter.
2. False. All three types of letters include the sender’s address.
3. True
4. True
5. True
6. False. Only formal letters include the recipient’s address.

**Activity 2**

1. Respected individuals receive formal letters. These include principals, councillors, community representatives and ministers.
2. Friends and family members can receive informal letters.
3. Family members or friends who are older than you receive semi-formal letters.
4. Formal letters include the recipient’s address. They have a subject line that is underlined or in all capital letters. They also begin with ‘Dear Sir or Madam’.
5. Formal language should be used and not slang or contractions.