|  |  |  |  |
| --- | --- | --- | --- |
| **Lesson Title:** Revision of the Formal Letter | | **Theme:** Writing | |
| **Practice Activity:** PHL-09-150 | | **Class:** JSS 3 | |
|  |  | |  |
| **Learning Outcomes**  By the end of the lesson, you will be able to:  1. Build paragraphs for a formal letter.  2. Write a formal letter. | | | |

**Overview**

In a **formal letter**, the language is very formal. You do not use contractions. There are two addresses. There is a heading to the letter. In semi-formal or informal letters, the language is more relaxed and chatty. You can use contractions. Formal letters use formal language.

The following are the features of a formal letter:

* The **writer’s address** and the **date** must be written at the top right-hand corner of the paper.
* The **recipient’s address** must be written on the left side of the paper below the writer’s address.
* The **salutation** must come below the recipient’s address.
* The **heading** or subject to the letter should be underlined or written in capital letters.
* The **introduction** should go straight to the point and state what has prompted you to write the letter. This should be in the first paragraph.
* The **body paragraphs** explain the problem in detail and suggest solutions.
* The final paragraph is the **conclusion**.
* The **subscript** should be ‘Yours faithfully.’ Put your signature and full name below. Also, write your position if you have one.

**Practice**

**Activity 1**

Think about writing a letter to the principal of your school about something that needs improving at the school. Answer the following questions.

1. What is the problem?
2. What are possible solutions?

**Activity 2**

Use the following outline to help you write a letter to the principal of your school. Make a suggestion about how to improve the school. Use your ideas from Activity 1.

|  |
| --- |
| Writer’s address  Date  Recipient’s address  Salutation  Heading  Introduction  Body paragraphs  Conclusion  Subscript,  Your name  Position |

|  |
| --- |
| **Lesson Title:** Revision of the Formal Letter |
| **Practice Activity:** PHL-09-150 |

**Activity 1**

Example answers:

1. The problem is overcrowding during school lunches. Not everyone is able to finish lunch.
2. A possible solution could be having the different classes start lunch at different times so the wait is not so long.

**Activity 2**

Example letter:

|  |
| --- |
| 15 Discovery Road  Bo.  15th June, 2018.  Principal  Bright Start Secondary School  Bo  Dear Madam,  Suggestion for Improving Lunch Break  I am writing you this letter on behalf of JSS 3 Blue to discuss the crowded lunch break at Bright Start Secondary School.  As you know, the lunch break at Bright Start is currently 30 minutes long. Unfortunately, due to overcrowding this year, it is taking a much longer time to receive lunch than in previous years. This leaves hardly any time to actually eat lunch once it is received.  We would like to suggest that we switch to a staggered lunch system where JSS 1, 2 and 3 all start their lunch break 15 minutes apart so that there is plenty of time for all pupils to eat. We think this would really improve the lunch time flow and allow everybody to have enough time to complete their lunch before returning to class.  Thank you very much for your time and attention. We look forward to your response.  Yours faithfully,  (signature)  Adama Bundu  JSS 3 Blue |