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| **Lesson Title:** Revise Semi-Formal Letters | | **Theme:** Writing | |
| **Practice Activity:** PHL-09-134 | | **Class:** JSS 3 | |
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| **Learning Outcomes**  By the end of the lesson, you will be able to:  1. Distinguish between the formal features of informal and semi-formal letters.  2. Write a semi-formal letter to an adult friend who has been helpful to you. | | | |

**Overview**

**Semi-formal letters** are letters written to our parents, adult relatives and adult friends. Because these people are older than us, our language and words should be polite. Semi-formal letters have the same features as informal letters:

* Writer’s address and date
* Salutation/greeting
* Body, including introduction and conclusion
* Subscript/closing
* Writer’s name

The main differences are in the greeting and closing. Informal letters use casual greetings and a person’s first name. In a semi-formal letter, the greeting starts with ‘Dear’ and uses the person’s surname. (Example: Dear Aunt Musu,)

In the closing of an informal letter, you can choose from several closings, such as:

* Best wishes,
* Your friend,
* Yours affectionately,

Semi-formal letters have fewer acceptable closings. They include:

* Yours sincerely,
* Your nephew/niece,
* Your grandson/granddaughter,

After the closing, you write only your first name, unless it is addressed to an adult at school. In that case, use your full name.

**Practice**

**Activity 1**

Identify whether the following statements about informal and semi-formal letters are true or false.

1. Semi-formal letters have more acceptable closings than informal ones.
2. It is not important to write your address when writing an informal letter.
3. ‘Best wishes’ is an appropriate closing for an informal letter.
4. In a semi-formal letter, you always start the greeting with ‘Dear’ and the person’s name.
5. It is appropriate to write an informal letter to your teacher.

**Activity 2**

Use the following outline to help you write a semi-formal letter to your parents or primary caregivers. In the letter, ask for permission to do something. For example, take a trip, join a club or visit a friend.

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| Writer’s address  Date  Salutation/greeting,  Introduction  Body  Conclusion  Subscript/closing,  Writer’s name |

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| **Practice Activity:** PHL-09-134 |

**Activity 1**

1. false 2. false 3. true 4. true 5. false

**Activity 2**

Example letter:

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| 2 Lunsar Road  Lusar, Sierra Leone.  11th June, 2018.  Dear Mother,  I hope this finds you well. I am writing today to ask you for permission to spend the night at Kainday’s house this coming Saturday.  Kainday’s sister is getting married on Saturday, and she has invited me to attend the wedding. They have asked if I can help with cleaning up afterwards. The event will go until very late, so Kainday’s mother suggested I stay the night at their house and return the next morning.  Please grant my request. I will give you the phone number of Kainday’s mother so you are able to confirm.  Your daughter,  Nouhou. |