AGADIR FRENCH HIGH SCHOOL

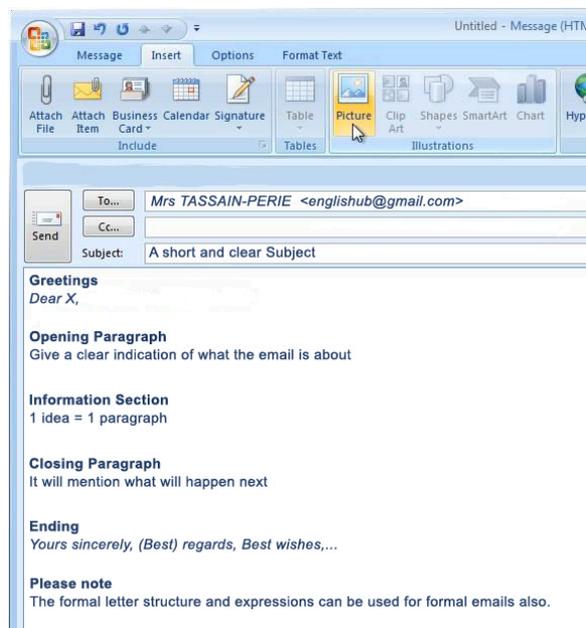## Strategies for Writing a Letter or an Email

Before writing your letter/email :
- read the instructions carefully a couple of times ;
- identify who should write the letter/email ;
- Identify the recipient ;
- Understand the meaning of the text linked to the subject ;
- understand the purpose of the letter/email ;
- understand the context ;
- grasp the relationships between the sender and the recipient ;
- find elements/hints that will help you find the tone of the letter/email.

In the following emails and letters layouts, you'll find some useful tips. Don't forget to respect the spacing given.

Email Layout

Date: Saturday 7 April 20--, 10:04 AM
From: englishub@gmail.com
To: thebeststudents@dontusethisemail.com
Subject: Your English Project

}   HEADER

Dear all,

}   SALUTATION

I hope you're all fine.
I am writing to you to enquire about your English projects.

Could we meet sometime this week ?
Would Monday at 10am suit you ?

Please keep me informed,

}   MESSAGE TEXT

Thanks,
Best,

}   ENDING

Mrs TASSAIN-PERIE
Teacher,
Agadir French High School

}   SIGNATURE

To... Mrs TASSAIN-PERIE <englishub@gmail.com>
Cc...
Subject: A short and clear Subject

Greetings
Dear X,

Opening Paragraph
Give a clear indication of what the email is about

Information Section
1 idea = 1 paragraph

Closing Paragraph
It will mention what will happen next

Ending
Yours sincerely, (Best) regards, Best wishes,...

Please note
The formal letter structure and expressions can be used for formal emails also.

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Formal Letter Layout

Sender's address
(matching the subject)

Date (in full)
(matching the subject)

Recipient's address
(matching the subject)

Subject line (compulsory for business letters if not optional

Opening Salutation
Dear Mr/Mrs/Miss/Ms X
('Ms' is used for all adult women, regardless of their marital status)
If name is unknown use *Dear Sir/Madam*

Opening Paragraph
Thank you for your letter of (date) / In reply to your letter of (date)
I am writing to tell/inform/ask you
I should like to apply for the position/job of
We are pleased/ We regret to inform you that

Information section (1 or more paragraphs : 1 idea = 1 paragraph)
Do not use contracted forms - write all words in full eg : *can not, do not…*)

Closing paragraph
Sum up your main point and mention that you look forward to a response if appropriate.
Thank you, in advance/ in anticipation, for taking time to respond to my letter.
I look forward to hearing from you.
I would be most grateful if you could settle this matter.
I should be glad to come for an interview at any time that suit you.

Complimentary close
Yours faithfully – (if greeting is to Sir/Madam)
Yours sincerely – (if name is given)
Signature
Writer's signature (Reminder : in the bac, it is forbidden to give your real name…)
Writer's name (+ Designation if it is a business letter)

Informal letter Layout

Sender's address
(matching the subject)

Date (in full)
(matching the subject)

Opening Salutation
Dear X, My Dear X, My Dearest X…

Opening Paragraph
Thank you for your last letter / Many thanks for your letter. It was good to hear from you.
Sorry for answering so late but / I'm sorry I haven't written earlier
After all this time, I thought I would drop you a line / send you a few lines.
I hope everything is going well with you at the moment.

Information section
- You may have more than 2 paragraphs. Depending on who the recipient is you will have varying levels of informality.
- contracted forms can be used: *(can't…)*
- More colloquial language register (chatty tone, emoticones, .
- Punctuation can be less formal: exclamation mark! used to signify shock or a joke; dashes - instead of commas;

Closing Paragraph
I'm looking forward to seeing you soon/ hearing from you soon.
I'll write again soon.
Send my regards to your parents.
See you soon,
Take care,

Complimentary Close
It depends on the degree of intimacy with the recipient:
Informal : *with kind regards, best wishes / regards, warm wishes,yours (truly)*
More informal : *love, with love, love from us all, all the best*
Affectionate : *lots of love, much love, as always, all my love, yours*