

ISL

Parties: communication between two people who are usually familiar to each other (topic on a personal level (introduction, present report, invitation, etc.))

Sample Letter:

Dear John,
 This is Ruth Parker. Remember me? We used to be friends in primary school. We haven't seen each other for about 10 years, right?
 Anyway, how are you? I've got your address from Debbie Turner. I hope you don't mind. What are you doing now? Are you working? You always wanted to be a police officer?
 At the moment I'm studying medicine at the university here. I think I've changed a lot over the years. I'm not fond of heavy metal anymore. I prefer classical music now. Do you remember Tony Gibbs? He's on the same course as me and we're going out together!
 Well, I must finish now because I've got an exam tomorrow. Write back soon and tell me all your news.
 All the best,
 Ruth

P.S. John, Austin says hi.

Informal Letters

Addressee

- not always necessary
- has to be your address (address of the addressee is not needed)
- no name is needed

Date

- always necessary
- quite free format, e.g. 21 October 2011
21st October
Monday, 21 October

Salutation

- always necessary
- Dear ...
- Hi ...
- Hello ...

Body

- has to be divided into paragraphs
- format of paragraphs: first line of each paragraph is indented or an empty line between paragraphs without indentation
- the 1st paragraph should lead in the topic; starting examples:
 - Thank you for your letter / I've just received your letter and I'm writing at once / however ...
 - I'm sorry I haven't written for a while but I've been very busy.
 - Sorry for not writing so long.
 - It was great to hear from you again.
 - Thank you very much for answering my last letter so quickly.
- use short forms like 'Tim', 'Aunty', etc.
- exclamation marks are also possible to give emphasis
- ask questions to motivate an answer
- the last paragraph should close the topic; examples:
 - I'm looking forward to hearing from you.
 - I hope to see you soon.
 - I've no more news at the moment.
 - I hope to have a letter from you soon.
 - Write me and let me know how you are getting on.
 - I must end now but I'll write a longer letter next time.
 - I can't think of anything else to write about at the moment.
 - Bye for now. Take care and write me soon.
 - Well, that's all for now.