



English with Nimafar

Writing Letters



Formal VS Informal

When you're talking to a person whom you don't know well, or people whom you respect and are higher than you, we use formal language. For example, your boss, your parents, your teachers, your colleagues etc.

On the other hand, when you know someone very well and you both are comfortable with each other, you can use informal language. For example, your best friends, your classmates, your teammates etc.

Formal Writings

Example

Don't use idioms.

Hit the books => Study

Use full sentences.

It was a pleasure meeting you at the conference yesterday.

Don't use contractions.

I'm - You'd - Doesn't => I am - You would - He does not

Correct Vocabulary and Grammar and Spelling.

You know that (:

Don't use abbreviations.

ASAP => As Soon As Possible - ETA => Estimated Time of Arrival - CEO
=> Chief Executive Officer

Don't use phrasal verbs.

Find out => Discover

Use the Passive Voice.

I have submitted the application. => The application has been submitted.

Don't use imperatives.

Send it soon. => Please send it at your earliest convenience.

Don't use exclamation marks. (!)

You know that!

Opening/Greetings

- Dear Mr/Mrs/Miss/Ms + Surname
 - Dear Sir/Madam
 - To whom it may concern (when you don't know who is in charge.)
-

- Thanks for your email regarding.....
- I hope this letter finds you well.

Reason/Starting

- I am writing this email to inform you about....
- I am writing this email to complain about...
- I am writing to you regarding....

Closing sentences

- I look forward to hearing from you.
- I look forward to seeing you.
- I look forward to meeting you.

Formal ending

- ★ Yours sincerely (for Dear Mr/Mrs/Miss/Ms + Surname)
- ★ Yours faithfully (for Dear Sir/Madam OR to whom it may concern)

Mrs - Miss - Ms

For women we use:

- Mrs, when they are married.
- Miss, When they are not married.
- Ms, when we don't know if they are married.

Examples:

- Mrs Brown
- Miss Brown
- Ms Brown

★ In *British English* after Mr, Mrs, Miss etc. we don't use dots. => Mr Brown - Dr Smith - Ms Miller

★ But in *American English* after Mr. Mrs, Miss etc. we normally use dots => Mr. Brown - Dr. Smith - Ms. Miller

Complimentary Close

<i>Formal</i>	<i>Informal</i>
<i>Kind regards,</i>	<i>With love</i>
<i>Best regards</i>	<i>Cheers!</i>
<i>Respectfully</i>	<i>Take care</i>

These are not equals to each other. 

Transitions

<i>Informal</i>	<i>Formal</i>
<i>But</i>	<i>However</i>
<i>Anyways</i>	<i>Nevertheless</i>
<i>All right</i>	<i>Acceptable</i>
<i>To sum up</i>	<i>In conclusion</i>
<i>Also</i>	<i>In addition - Moreover</i>
<i>So</i>	<i>Therefore</i>

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