

Text type	INFORMAL LETTER (e-mail)	FORMAL LETTER	LETTER TO THE EDITOR
Definition	a letter to a friend, a family member etc.	a letter to a company, an official institution, a government office etc.	a letter to a newspaper/magazine/TV-station etc. written by a reader/viewer
Purpose	<ul style="list-style-type: none"> - exchange information about personal experiences/plans/ideas etc. - keep in touch - offer congratulations etc. 	<ul style="list-style-type: none"> - inform/ask for information - complain - add/correct/support pieces of information or opinion - apply - etc. 	<ul style="list-style-type: none"> - react to/comment on a recent article (or an event, an opinion, a programme) - express your personal opinion - express criticism/appreciation of something/somebody etc.
Some aspects of content, structure and form NB: <i>For school purposes start with salutation (no addresses), never mention your name in the Abitur exam.</i>	<ul style="list-style-type: none"> - <i>[optional: your address- top right corner, but no name], date</i> - salutation [<i>+ comma</i>] - <i>(continue with a capital letter)</i> - small talk/refer to the last letter/ give the reason for writing - home in on your topic - come to an end - closing phrase - first name e-mail: <ul style="list-style-type: none"> - follows the same rules as normal letters - address is normally given at the bottom, below your name 	<ul style="list-style-type: none"> - your address- <i>(top right corner/ but no name)</i>, date - name and address of the receiver <i>(left-hand side)</i> - [reference line] - salutation [<i>+ comma</i>] - <i>(continue with a capital letter)</i> - give the reason for writing - home in on your topic - come to an end - closing phrase - full name <i>(in handwriting and typed)</i> 	<ul style="list-style-type: none"> - [your address- <i>top right corner/ but no name</i>], date - [name and address of the receiver -<i>left-hand side</i>] - [reference line] - or: just start with the salutation [<i>+ comma</i>] - state which article etc. you are referring to - home in on your topic/keep it short - NO closing phrase - full name and town [<i>+ county/state/ country</i>]

<p>Some aspects of language and style</p>	<p>diction: colloquial vocabulary, short forms, phrasal verbs, fairly simple sentences, elliptical sentences, question tags etc.</p> <p>register: - informal style</p> <p>tone: - emotional - personal - intimate - humorous</p>	<p>diction: - elevated vocabulary, straightforward to complex sentence structures, no short forms etc.</p> <p>register: - formal style</p> <p>tone: - polite - matter-of-fact</p>	<p>diction: - formal vocabulary, straightforward to complex sentence structures, no short forms etc.</p> <p>- vocabulary to express emphasis</p> <p>register: - formal style</p> <p>tone: - polite (especially when expressing criticism) - matter-of-fact - but can be emotional in parts</p>
<p>Useful vocabulary</p>	<p>salutation: - Dear John, /Hello John, /Hi John, (<i>first name +comma</i>) - also: John,... (<i>e-mail</i>)</p> <p>closing: (<i>with or without comma</i>)</p> <ul style="list-style-type: none"> - Love - Yours - Lots of love - Best wishes - Take care - Say hello to... for me - Give my regards to - Hope to see/hear from you soon - See you soon 	<p>salutation:: - Dear Mr ... / Mrs... / Ms.... (<i>+family name</i>) [<i>+comma</i>] - Dear Sir/ Dear Madam (<i>if you don't know the name</i>) - Dear Sir or Madam (BE) To whom it may concern: (AE) (<i>if you don't know the recipient's name/ man or woman</i>)</p> <p>coming to an end: - I am looking forward to hearing from you. - Thank you very much in advance for your help.</p> <p>closing: [<i>+ comma</i>] - Best/Kind regards - Yours sincerely (<i>if you know the recipient's name</i>); - Yours faithfully (BE) /</p>	<p>salutation: Sir: (<i>+colon or comma</i>) or: Madam: (<i>+colon or comma</i>)</p> <p>NO closing phrase</p>

		Sincerely, (AE) <i>(if you don't know the recipient's name)</i>	
Example		You have found this job ad. Write the letter in which you apply for the position.	
Ideas for exercises	making a letter more personal	finding mistakes in an example text	take a text and make your students write a letter to the editor, a formal letter and a personal letter on one and the same topic