

Writing letters

- I. Planning- make a list
 - A. first line-make your point
 - B. paragraphs-one main point per paragraph
 - C. closing paragraph-what would you like them to do?
- II. Purpose
 - A. what? why?
 - B. CREATE
 - C. ' to'
 1. complain
 2. request
 3. explain
 4. apply
 5. thank
 6. enquire
- III. Audience
 - A. Who are you writing to?
 - B. Name of the person
 - C. Title or position
 1. owner, Head Chef, manager
- IV. Layout
 - A. top left hand side
 - B. your address and contact details
 - C. the date
 - D. beginnings and endings
 1. Dear Sir/Madam
end
Yours faithfully
 2. Dear Name
end
Yours sincerely
 - E. the name and address of the person receiving the letter
 - F. write the letter using your plan
 1. print your name and then sign it



Kindly contributed by Cathy Barton cathy.barton@glasgowmet.ac.uk Glasgow Metropolitan College. Wt/L1.1-L1.6, Wt/L2.1-L2.7.

For Catering NVQ1-2 students who must write formal letters to local chefs / restaurants in order to arrange interviews, work experience, etc.

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Letter Jumble

Yours sincerely/faithfully

Introduction Paragraph

Main points – bullet points or paragraphs

State action required (what do you want them to do?)

Their Contact Details:

Their address

Postcode

Your Contact Details:

Your address

Postcode

Telephone number

Email

Dear Sir/Madam

Dear Name

Their Name

Their Title

Signed name

Printed name

Date

Letter Jumble

Your Contact Details:

Your address

Postcode

Telephone number

Email

Date

Their Contact Details:

Their address

Postcode

Their Name

Their Title

Dear Sir/Madam

Dear Name

Introduction Paragraph

Main points – bullet points or paragraphs

State action required (what do you want them to do?)

Yours sincerely/faithfully

Signed name

Printed name