

LESSON NOTE FOR WEEK FOUR
SUBJECT: ENGLISH STUDIES
CLASS: J.S.S 3
TOPIC: LETTER WRITING

Performance Objectives: By the end of the lesson, the students should be able to:

1. List correctly, the three types of letter.
2. State at least three purposes of writing each type of letter as well as the recipients without mistake.
3. List and explain four features of letter writing correctly.
4. Write a good letter on any topic given to them.

EXPLANATION: Letter Writing is an aspect of composition through which we communicate to people through writing. There are three types of letter, namely:

1. Informal or friendly letter.

2. Formal or official letter.

3. Semi-formal letter.

However, each letter has its recipients. That is, people it can be written to.

For instance, the recipients of an informal letter include: one's parents, relatives, friends and acquaintances. Formal letter includes: one's superior or boss, such as head of an organization, manager of a company, chairman of an establishment, class teacher etc. While that of Semi formal letter are one's neighbour, pen-friend, etc.

Also, there are different purposes of writing a letter.

These include:

i. Requesting for something from one's parents, friends, relations etc (Informal letter).

ii. Seeking for appointment, assistance, permission, etc. from one's superior or boss - (formal letter).

iii. Requesting for something from

an adult friend or neighbour, etc.

(Semi formal letter).

Generally, **features of letter writing includes:**

1. ADDRESS: Every letter must contain an address or addresses.

While informal and semi formal letters contain one address each.

That is the writer's address, Formal letter carries two addresses - the writer and recipient's address.

2. SALUTATION: Salutation of each letter differ, for instance: informal letter greeting shows closeness of the writer with the receiver.

Examples: Dear Ify, Dearest Mum, My dear Uche etc.

Formal letter which is official letter accept official greeting only; which is 'Dear Sir or Dear Madam or any official greeting and semi formal letter accept formal greeting since the recipients are usually adult friends and so on. It is usually formal, such as Dear Mr Bernard,

Dear uncle Chinedu, Dear Mrs Jones, etc.

3. TITLE OF THE LETTER: This is only for formal letter and it is a brief statement on the purpose of the letter.

4. BODY OF THE LETTER: Every letter should contain a comprehensive expression on the topic given. These should be stated in appropriate diction and paragraphs.

5. COMPLIMENTARY CLOSE:

Complimentary close of every letter depends on its type. Informal letter usually shows an affection. So, the writer shows his or her relationship or closeness with the receiver using words such as: Yours sincerely, Yours love, Yours ever, Your lovely daughter, Best wishes etc, punctuated with comma, followed by the writer' s name (pet name nickname or real name excluding

surname).

For formal letter, the only acceptable close is "Yours faithfully, " followed by the writer's signature and full names (including the surname).

Lastly, the semi formal letter which usually accept "Yours sincerely" followed by the writer's names (surname included).

EVALUATION:

1. Write a letter to your father in Lagos, informing him how you are preparing for your forth coming **BECE** and the things you need in school.
2. Look at the samples of the letters below and identify formal and informal letter.

B-101 Regency
Estate
Parvel
New Bombay
28 October

Dear Alice,

I hope this letter finds you in the best of spirits. Sorry, I have not been writing as regularly as I should.

The fact is that I have just moved to Sydney to do a short term course in fashion designing. It will take about six months. I was wondering if you would also like to do this course with me. After all, you have always been one of the most fashionable among my friends. Wouldn't it be great if you could turn that passion into a rewarding career?

As you know fashion has become an integral part of our lives and as such there is a huge demand for fashion designers. Because it is a highly competitive field, you won't be able to get a foothold in the industry if you are not armed with a professional qualification. Although this is a short term course it is recognized by the major agencies in the fashion industry. The institution that offers this course also provides 100% placement guarantee. That means you won't have to worry about finding a job after doing this course. Let me know if you are interested.

Hope to hear from you soon.

Kind regards

Mary

Digitcom Corporation,
P.O. Box 28296,
LUSAKA,

13th February, 2009

The Manager,
TI Hardwire,
P.O. Box 4523C,
LUSAKA.

Dear Sir:

Ref: Report on Telecommunications Upgrade

Enclosed is a report on the upgrade that we carried out on TI Hardwire Telecommunications system.

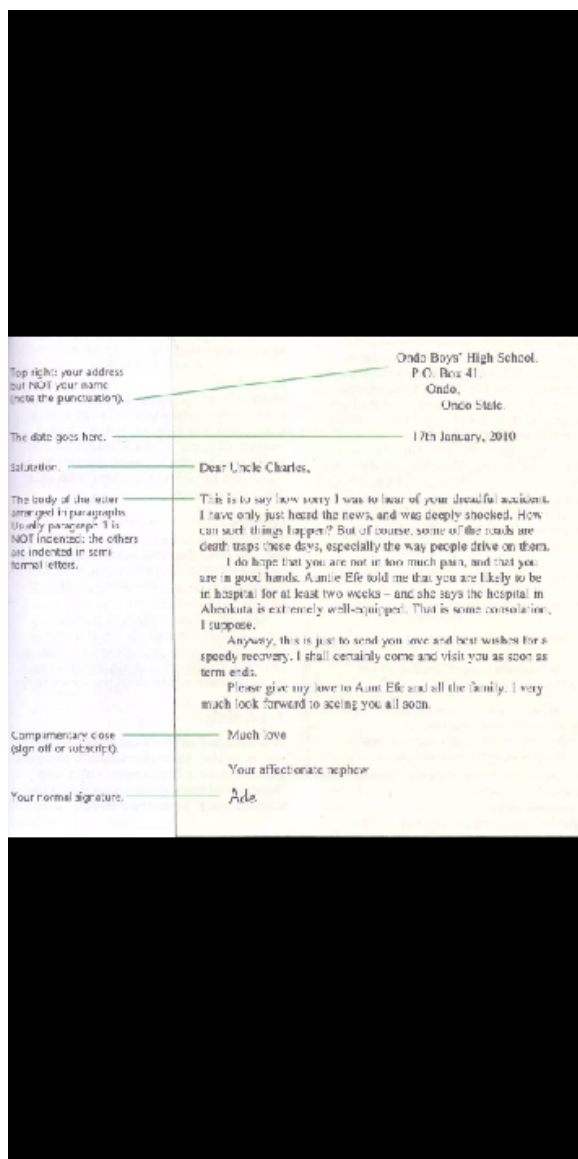
We would like you to revise the amount of the funds that you allocated us for the project. This is because, as shown in the report, there were more components that needed to be upgraded than initially estimated.

For further information, or queries, call me on this number: 094-302211.

Yours faithfully,

Justine
Justine Mubanga
Chief Engineer

Enc: Report



3. Justify your answers with three features of each type of letter identified above.

Also, read your Intensive English (Revised edition, 2015, page 201).