

B. Look at these sentences and decide if they are true or false.

1. Formal letters are always longer than informal letters.

a.

2. In a formal letter it is acceptable to use colloquial English, slang and idioms.

a.

3. In a formal letter it is acceptable to use contractions (e.g., I've instead of I have).

a.

4. In a formal letter you should include your name and address at the top of the page.

a.

5. In a formal letter, you should always write the date in full (e.g., 1 April 2000 and not 1/4/00).

a.

6. In a formal letter, you should always put your full name (e.g., James Harcourt and not J. Harcourt) after your signature at the bottom of the letter..

a.

7. Formal letters do not need to be broken into paragraphs. It is acceptable to write them as one continuous paragraph.

a.

ANSWERS

B. Look at these sentences and decide if they are true or false.

1. Formal letters are always longer than informal letters.

a. False. Formal letters should be as brief and to the point as possible

2. In a formal letter it is acceptable to use colloquial English, slang and idioms.

a. False.

3. In a formal letter it is acceptable to use contractions (e.g., I've instead of I have).

a. False.

4. In a formal letter you should include your name and address at the top of the page.

a. False. It is not necessary to include your name

5. In a formal letter, you should always write the date in full (e.g., 1 April 2000 and not 1/4/00).

a. True (In some countries, writing abbreviated dates could be confusing. In Britain, 1/4/00 is the 1 April. In the USA it is the 4 January).

6. In a formal letter, you should always put your full name (e.g., James Harcourt and not J. Harcourt) after your signature at the bottom of the letter..

a. True.

7. Formal letters do not need to be broken into paragraphs. It is acceptable to write them as one continuous paragraph.

a. False. (A letter which is not broken into paragraphs can be difficult and confusing to read. You should have at least three paragraphs: Paragraph 1: explaining why you are writing. Paragraph 2+: details. Final paragraph: action to be taken - e.g., 'I look forward to hearing from you soon')

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