

1 How does the official start the letter? How does the official finish the letter? Fill in note 6.

Dear Maria,

It has come to my attention that your attendance in your English language training course has been extremely poor.

If you miss any more English classes, you will no longer be able to study English with us.

Yours sincerely,
M. Morrissey

Matthew Morrissey
ELT Co-ordinator

1

A Chara,

Thank you for your interest in Whitehall College of Further Education.

I enclose a copy of our Prospectus. Application forms are at the back of the prospectus. You should complete the application form and return it to the College as soon as possible.

Please do not hesitate to contact the College if you require any further information.

Is mise le meas,
Anne Browne

2

Dear Mr. Ryan,

Your Out-Patient Appointment for Dr. Lynn's clinic on 27-10-04 has been rescheduled to 7-1-05 at 9.30 am.

We regret any inconvenience caused.

Yours sincerely,

pps
Tara Breen

Out Patients Department Supervisor.

3

Dear Ms Clarke,

I refer to your claim for Unemployment Assistance at this office. I wish to inform you that your next "Signing On" day is deferred to September 2002. A letter will issue to you advising you of the exact date in due course.

If there is any change in your circumstances or you have any enquiries, you should contact the above office – public office hours 0930-1200 and 1400-1600.

If you no longer have a claim at this office, please ignore this letter.

I regret any inconvenience caused.

Yours sincerely,
Bill Smith

Bill Smith

Dear Ali,

It has come to my attention that your attendance in class is extremely poor.

It is, therefore, with regret that I have removed your name from the class list with immediate effect.

Please telephone the office at the above number if you would like to discuss the situation further.

Yours sincerely,

5

Matthew Morrissey
ELT Co-ordinator

_____ Mr Ryan

An appointment has been made for you to attend Dr Lynn's clinic on 27-10-04 at 9.15 am.

If this appointment is unsuitable for you, please contact the appointment desk at 6465824, 6465823, 6465826 and another appointment will be made for you.

Please arrive for your appointment at your allocated time. Failure to do so will lead to overcrowding and delays.

6

_____ *pps*

Tara Breen
Out Patients Department Supervisor

2
Which letter is from

a school or college

a hospital

Social Welfare

3
Which letter

is about a change of appointment

comes with information that someone asked for

tells someone that they should come to class regularly

tells someone the time of an appointment they wanted

4
Which letter is to

a patient

a student

a member of the public

an unemployed person

5 **Which letter has some Irish in it? What is it? What does it mean?**

6 **What does the receiver of each letter have to do now?**

- 1
- 2
- 3
- 4
- 5
- 6

The language of formal letters

Look at Page 1 (letters 1,2,3) again. What words or sentences mean..

- a) I can see that ...
- b) Thanks for asking for information about us.
- c) We have changed the time of your appointment.
- d) I put the information book about our college in the envelope with this letter.
- e) If you want to ask us any more questions, please just ask us any time.
- f) Very bad.
- g) We're sorry if this causes you any problems.
- h) If you don't come every day to class.

Look at Page 2 (letters 4,5,6) again. What words or sentences mean..

- a) We will send you a letter soon telling you when the new date will be.
- b) We're giving you an appointment to see Dr Lynn at his clinic on (date).
- c) Very bad.
- d) If the time of this appointment is not OK.
- e) Telephone us about this.
- f) Please come at the time we say.
- g) I'm writing about you getting Unemployment Benefit at our office.
- h) If you don't do this, you will cause big problems for other people who will also be waiting.
- i) I want to tell you that we have changed your next signing-on day.
- j) I'm sorry but I took your name off the list.
- k) If anything has changed (like your address or you got a job etc).
- l) If you want to talk about this.
- m) Don't worry about this letter, just forget it.