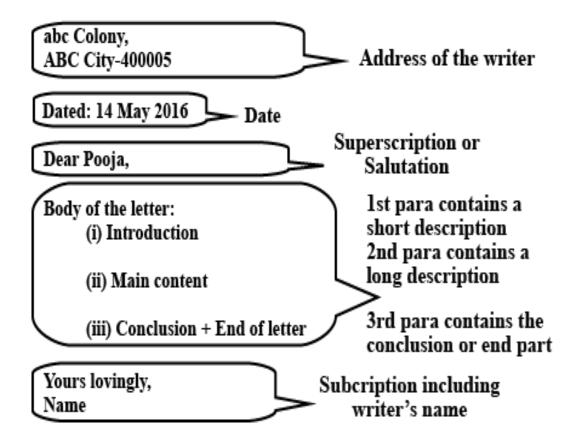
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I (arade, 17	Prepared by: English Unit - Ratnapura Education Zone Weekly School I

UNIT 1:

Writing an informal letter.



2. What are the differences between formal and informal letters.

FORMAL VS INFORMAL

FORMAL INFORMAL

Long sentences Short sentences

Use + the passive voice Use + the active voice

Formal grammar and vocabulary Style conversational and chatty

Examples Examples:

Composition for your teacher, E-mail, article for a magazine of

report, formal letter teenagers, letter to a friend

Don't use phrasal verbs

Use phrasal verbs

3. Write the letter given in question no.4 in page 4.