



## Sabaragamuwa Provincial Department of Education

### Weekly School

Prepared by: Ratnapura Education Zone

1. GRADE : 12 SUBJECT: ENGLISH WEEK: 1<sup>ST</sup> WEEK , SEPTEMBER
2. UNIT - 1 – SRI LANKAN ACHIEVERS
3. LESSON – 5 – LISTENING 1(AFTER LISTENING ACTIVITIES)
4. STUDENT'S ACTIVITIES:

## **FORMAL LETTER FORMAT IN ENGLISH**

**[Sender's Address]**

**[Date]**

**[Receivers Address]**

**[Subject]**

**[Salutation] Sir**

**[Body {(i) Introduction**

**(ii) Main Content**

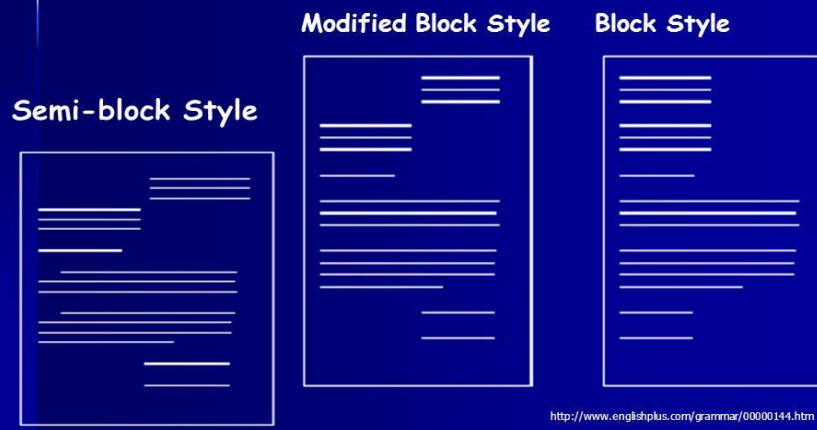
**(iii) Conclusion or End of letter}]**

**Thanking You**

**[Subscription]**

**[Sender's Name]**

# General Letter Layouts / Styles



- ❖ You may use either a style in writing a formal letter.
- ❖ In your text book (page no 8) you are asked to write a formal letter. (question 7)  
Try to write that letter.
- ❖ Do the following activities before that.
  1. <https://www.liveworksheets.com/pt845434vh>
  2. <https://www.liveworksheets.com/jj1391133km>

## 5. External resources :

You Tube :

<https://www.youtube.com/watch?v=dcBLB5-Volo>  
<https://www.youtube.com/watch?v=zQwHpGA0piA>

## 6. Outcomes of the lesson:

- Transfers information into other forms.
- Follows the accepted formats in writing formal letters.
- Writes for different purposes in a formal manner.
- Distinguishes between the formal and informal writings.
- Exchanges ideas with peers.