



## Different types of letters

<b>Very informal Personal</b>	<b>Informal Formal personal</b>	<b>Very formal Public face Legal</b>
Thank you letters Love letters News Postcards Emails	Thank you letters Social acceptance (weddings etc) Letters Invitations emails	Applying for a job Writing to the bank, solicitor Making a complaint Invitations (civic occasions etc) Asking for information

Ask students to call out different types of letters. Write these on a flipchart / whiteboard in the categories shown above. Ensure the examples shown above are included. Emphasise that formal and very formal letters are most important and will be covered in this session.