

Seeking Advice

(Formal Letter)

Making the Reading- Writing Connection

1. Read the formal letter from beginning to end.
2. Then, read the letter again. Pay attention to the highlighted words.
3. The highlighted words focus on what the author of the letter considered when writing different parts of the letter.
4. There are notes in the left margin to help you think about **making your words work** when you write a formal letter.

Letter



Making your words work



Heading includes return address and the date

Polite salutation tells who the letter is for.

Introduction tells who is writing and why.

The body of the letter is organized into paragraphs.

Gets to the point

Although the letter sounds friendly it is written like a formal letter because the writer does not really know Jose Theodore. Not too much personal information is given.

Seeking Advice

Jennifer Bentlea
1260 de la Gauchetière
Montreal, QC
h3b 5e8

December 2, 2006

Dear José Theodore:

Hello to you and to the team. My name is Jennifer and I am eleven years old. I'm writing this letter to you because I want to tell you that I am a big fan of yours and that you are a terrific goalie. You keep the team in the game nearly all the time.

I am a goalie, too. I play for Delta de Laval. I have played in this position for three years. I sometimes try to use your techniques when I play.

If you have time, I wonder if you could give me some goaltending tips. Right now I am having some trouble with the butterfly position,

Making your words work



The person getting the letter is thanked politely.

Closing

Signature

sometimes pucks get by me when I use this pose. When you use this position not many pucks get by you. What could I be doing wrong?

Thank you very much from a goalie and a big fan!

Yours truly,

Jennifer Bentlea

Jennifer Bentlea



Letter

Writing Sample

Sample



Writing

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