

ANNEXE 9 : THE STRUCTURE OF A LETTER- MATCHING ACTIVITY

PART 1. The elements of an open letter : Match an element in "A" with an element in "B"

A			B
1. characteristics of a formal letter.....	•	•	My name is -----
2. a formal greeting	•	•	the identity of the sender and the receiver and their addresses
3. an introduction /introducing yourself...	•	•	d. I am writing to you because
4. the reason why you are writing.	•	•	the problem: the causes and effects of climate change...
5. Inform the reader on the situation	•	•	to limit the rising of temperatures we have ...
6. Information on actions or measures which have been taken to resolve the problem.....	•	•	tell the reader what you think we/he should/must/could do to solve the problem.
7. Instruct	•	•	Dear Sir /Madam

PART 2 . The contents of each part of the letter. Match an element in "A" with an element in "B"

A			B
1."we are the children from class 4 at Humberdill Farm School".....	•	•	informing the reader on the situation
2."We have been researching the effects of oil exploration in order to create plastic on climate change ..."	•	•	the reason why you are writing..
3."Our world is the only one we have .../.the effects of oil exploration and the creation of more plastics means that excess carbon dioxide is being added into our atmosphere.."	•	•	introducing yourself.
4."..we would like to see you making a commitment to finding more green energy solutions.."	•	•	a formal sign off
5. "..Yours sincerely.. ."	•	•	Instruct the reader...