

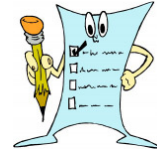
Formal Letters

Mind: Always organize your writing process according to the seven steps you learned!



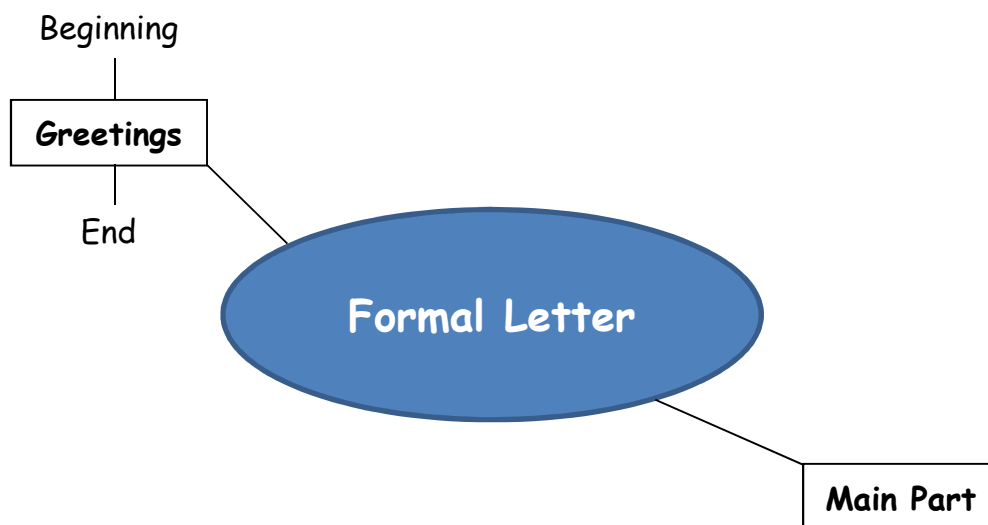
Checklist

Check (✓) after having written the letter!



	Letter				
	1	2	3	4	5
1. My address is in the upper right corner (without name). I write German "Umlaute" ä, ö, ü "ae, oe, ue" and "ß" "ss".					
2. I write the date under the address.					
3. I write the receiver's name plus address on the left.					
4. I write a greeting formula.					
5. I have a main part that contains ...					
5.1. ... the reason why I write the letter.					
5.2. ... when asking for sth. that I am grateful in advance.					
6. I finish the letter.					
7. I write and sign with my name.					

Add useful expressions:



Practice your writing skills - PART 2

Mind: Always organize your writing process according to the seven steps you learned!

Formal letters:

- Find a reason to write a letter to the editor.
- Choose up to eight aspects you are interested in.
- Write a letter of application.

Letter #	to	Date
1		
2		
3		
4		
5		

Attention: Include at least five of the new words you learned and underline them in your text.

Mind: In the exam you have 20 minutes to cover the whole writing process from step one (read and understand the task) to step seven (re-write your letter).

work hard now. it'll pay off later.



chibird