


2021 YEAR 10 ENGLISH WORKSHEET 2

Activity	◦ Attempt the Formal Letter Writing Activity given below in your Writing Book. (15 marks)
1	<p>You have been successful in securing a voluntary job on facemasks, sanitisers, gloves and soap pack production at Rayan Investments, Nausori. Write a letter of acceptance to the General Manager for the job that is offered. Use a fictitious name and address.</p> <ul style="list-style-type: none"> ▪ Outline the format of address to be used: Block Format ▪ Now fill in the plan: After the Salutation, Re: Ideally is placed on the Left Hand Side of the page against the margin. ▪ Miss a line between paragraphs in the Content. ▪ The Close will have: the signature and the full name.
2	<p align="center"><u>Write the Plan for the Introduction</u></p> <ul style="list-style-type: none"> ▪ Write the four parts of the address: Your address, Inside Address, Salutation and the Close. ▪ Include the date. ▪ Write the Introductory paragraph.
3	<p align="center"><u>Write the Plan for the Content</u></p> <ul style="list-style-type: none"> ▪ Refer to a sample letter discussed in the writing class. ▪ Include the points for the different paragraphs from the question.
4	<p align="center"><u>Write the Plan for the Conclusion</u></p> <ul style="list-style-type: none"> ▪ Write the concluding paragraph. ▪ Check the Close.
5	<p align="center"><u>Check Entire Plan Again and Write the Letter</u></p> <ul style="list-style-type: none"> ▪ Go back to Activities 1 to 4 and check for anything you missed out or can improve upon. ▪ Then write the letter from the plan constructed. ▪ Edit your work. ▪ Closely refer to the Marking Criteria for Formal Writing for Years 9 and 10 discussed in class.
<p align="center">  Consistent practice will enable you to write one in 25 minutes. </p>	

THE END