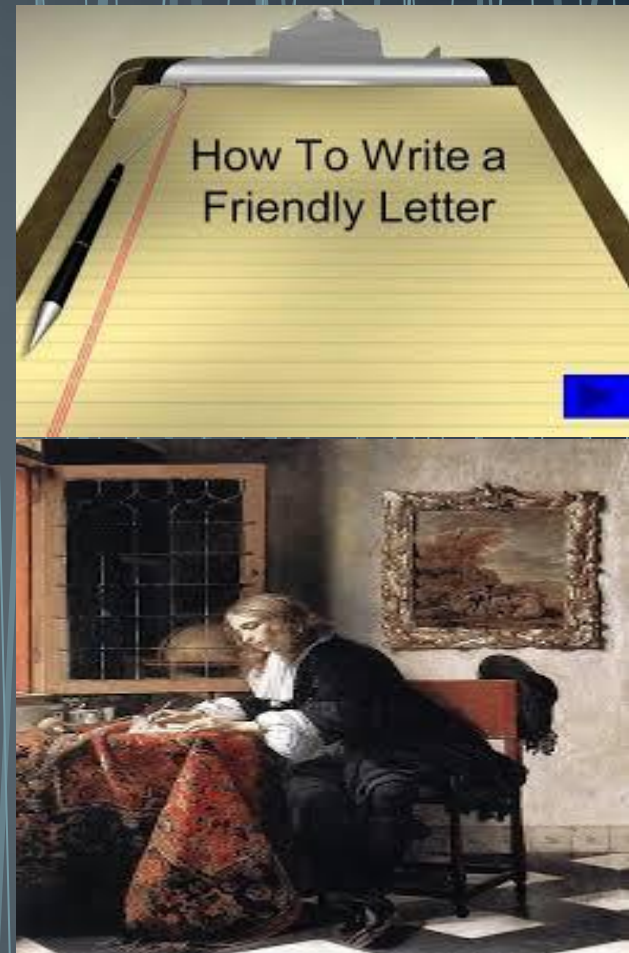


Composition

Department of English / 2nd stage
Assist. Prof. Zainab Hasoon



Composition

- The format is up to the user.
- Uses personal names , not titles.
- Use a comma in salutation.
- Discuss personal issues, not usually business issues.
- It can either be printed or hand-written.

4 Ways

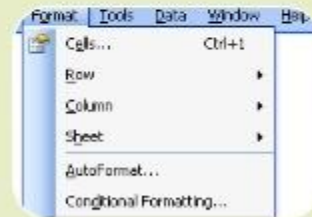
to make your letter
Interesting



Tone



Emotions



Format & Style



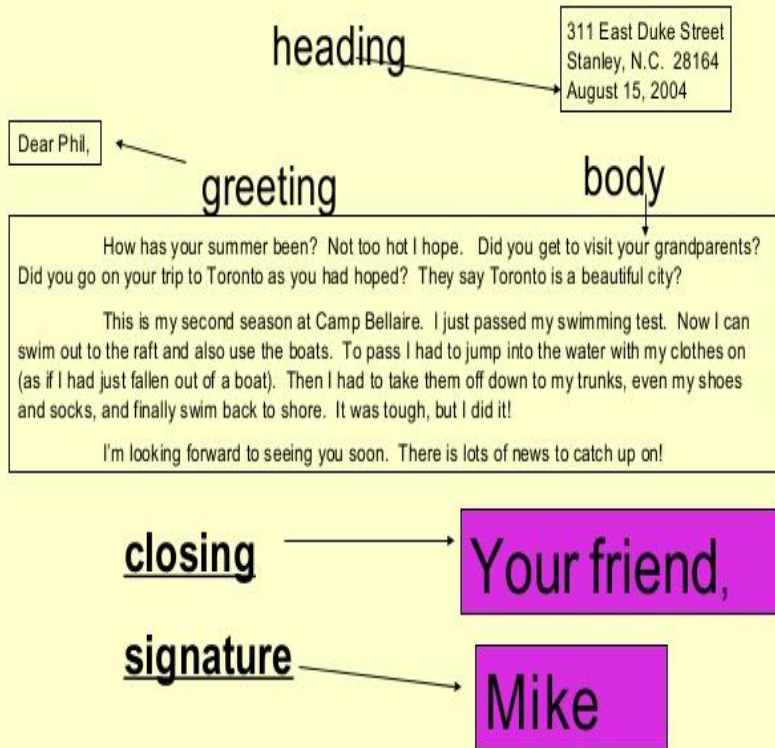
'Connections'

Composition



- we might write a friendly letters to our parents and friends, classmate, and neighbors.

Composition



- The heading : it includes the writer's address and the date. It is written in the upper right-hand corner of the page.
- The heading should include the street address on one line, followed by the city, state, on the next line. The 3rd line is for the date.
- Use a comma between the date and year
- Note:
 - 1-if you are writing to someone you know, you don't have to write your address.
 - 2-write your address to those who don't know you well.

Composition

The Greeting

- Dear _____. The blank is for the name of the person you are writing. After you write the person's name you put a comma (,).



520 Lincoln Park Road
Springfield, KY 40069
April 11, 2007

Dear Ms. Osborne,

Greeting

- The Greeting: it is written under the heading at the left margin. It begins with a capital letter and ends with a comma.
- You can write (Dear)+ person's name.
- Or Hi+ name,

Composition

Salutation

To show...	you can use...
warmth and friendliness	Dear Aunt Gaga, Hello Uncle Bieber
affection	My dear Beyonce
a lot of affection	Dearest Dad My dearest Aunt Lucy

Composition

Greeting

Dear Mom,

I'm sending you this friendly letter to tell you much fun I'm having at my friend's house. We're having a blast! Yesterday we went to the beach. Guess what? I learned how to swim underwater! I was so excited. I can't wait to show you. I kept diving under and finding shells in the sand. I'm bringing them home to you. Tomorrow we're going to a baseball game.

Body

I miss you and the rest of the family but I know I'll be home in a few days. I'll tell you all my adventures then. Give everyone a big hug and kiss for me!

Closing

Love,

Signature

Sarah

Heading

25 Central Ave.
Needham, MA 02494
October 15, 2004

- The body: is the information you are writing in your letter.
- Be sure to indent each paragraph.
- "How are you doing?" or "How have you been?" are common ways to start a letter. Asking a question helps make the letter feel like part of a longer conversation.
- Referencing the time of year is another common letter opening

Composition

Useful phrases for your Introduction

How are you?	How are things with you?	How's life treating you?
Are you well?	Are you and your family doing fine?	What have you been up to?
Still alive and kicking?	Survived your examinations?	I have not heard from you for months. Are you okay?

Composition

Blah blah blah blah blah blah blah blah
blah blah blah blah blah b
blah blah blah blah blah blah blah blah

Body

Please, pretty please, write soon - we miss
hearing from you. When v
hope! Please send my regards to Uncle Tom. Take
care of yourself!

Closure

Love,
Justin Bieber

Complimentary Close

Sign-off Name or Nickname

Composition

Ending an informal letter in English

Examples of closing sentences - how to end an informal letter in English?

I am looking forward to seeing you,

I can't wait to see you soon,

I can't wait to hear from you,

I am looking forward to hearing from you,

I hope to be hearing from you soon,

See you soon,

Send my love to ..

I hope you are doing well,

Give my regards to..,

- Closing : in the closing the first word should be capitalized and you put a comma after the last word.
- It is located on the right hand side of the page below the body.
- Ex: Sincerely,
- Your friend,
- Love,
- very truly yours,
- Your son,
- Try to end the letter on a note that will leave your friend with positive feelings.
- Encourage your friend to write back. If you'd like a response, write, "Hope to hear from you soon," or, "Please write back!"
- Signature : your names should be written directly under the closing

Composition

Last but not least,

Check your

1. Spelling
2. Grammar
3. Fragment



Composition



Return
Address

Sender's Name
Street Address
City, State Zip Code



Stamp

Address

Recipient's Full Name
Street Address
City, State Zip Code

Composition

The diagram illustrates the structure of a letter with the following components:

- HEADING:** A blue arrow pointing to a rectangular box at the top right.
- GREETING:** A red arrow pointing to a rectangular box on the left side.
- BODY:** An orange vertical bar on the left containing the letters 'B', 'O', 'D', 'Y' stacked vertically, with an orange arrow pointing to a series of seven horizontal lines for writing.
- CLOSING:** A green arrow pointing to a rectangular box at the bottom right.
- SIGNATURE:** A blue arrow pointing to a rectangular box at the bottom right, positioned below the closing box.

- Write a letter to your friend. Try to apologize for missing his birthday party and explain why you missed it.

-