

Personal letter

Communicate news, a response or a request within a personal relationship

COMMON FORMS

Letter to a friend or relative, thank-you letter, personal update

TEXT SHAPE

Place or date where useful → greeting → connected paragraphs
→ closing

FEATURES AND LANGUAGE

First person; personal references; time and reason links; questions; suitable greeting and sign-off

PLAN AND TEACH IT

Write to the person, not to a generic examiner. Develop each point with a detail or reaction and keep the voice consistent.

tone and register

Warm and personal; formality follows the relationship and purpose.

LINKED CLASSROOM ACTIVITIES

Try: Change the Audience · Draft from Talk · Build a Sentence from Cards

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Communicate news, a response or a request within a personal relationship.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.