

NAME: _____

DATE: _____

Extra Writing Skills Practice

(Unit 5, page 60)

Formal letters

A. Complete the formal letter by circling the most appropriate language.

(1 Dear Sir or Madam: / To whom it may concern: / Dear Mr. Jones:)

It was good to meet you last week, and I very much appreciated your promising to water your plants more carefully. However, since we last talked, I'm (2 afraid / so angry / very disgusted) that water has continued to drip from your balcony onto ours. This is damaging the furniture we have on our balcony. I'm not sure if (3 someone else has / your rude children have / you totally ignored us and have) been watering the plants carelessly, or whether some plants may need new saucers to catch the water. However, if water continues to drip down, we may soon need to ask you to replace our damaged furniture. I hope we can avoid this.

(4 Hugs and Kisses, / Sincerely, / See ya,)

Janet Goodman

Janet Goodman

B. Complete the formal letter by circling the most appropriate language.

(1 Hi, / Dear Sir or Madam: / Dear Professor Smith:)

I was walking with my elderly mother past your store yesterday, and there is a large new sign on the sidewalk. With all the pedestrians on Main Street, this sign takes up too much space. It is not only (2 stupid / crazy / inconsiderate) to have such a big sign in the middle of the sidewalk, it is also dangerous. My mother was almost knocked over by another pedestrian as we were trying to walk around the sign. (3 You'd better / Could you please / I'll destroy the sign if you don't) remove the sign, or put it in a more appropriate place. I'm sure this would make all the pedestrians and potential customers happy.

(4 Later, / Love, / Respectfully,)

Michael Smith

Michael Smith