

# Salutations

## Part A

Letters and emails have a range of salutations based on the formality of the message, who you are writing to and whether you have written to them recently. Even in a formal letter or email, as you become more familiar with a person, you might drop some of the formality.

In your group, cut out these cards and then rank these salutations according to the level of formality. Once your group has sorted the cards, rank the salutations in the table below by giving them a number: 5 is extremely formal, 1 is extremely informal

Salutation	Ranking	Salutation	Ranking
All the best,		Respectfully yours,	
Always,		Respectfully,	
Best,		Sincerely yours,	
Cheers,		Sincerely,	
Cordially yours,		Take care,	
Fond regards,		Thank you for your assistance in this matter,	
Hope we can b friends agen.		Thanks,	
Hope you have a Happy New Year!		Very sincerely,	
Hugs		Warm regards,	
In appreciation,		With appreciation,	
In sympathy,		With deepest sympathy,	
Kind regards,		With sincere thanks,	
Love,		Yours faithfully,	
Many thanks,		Yours sincerely,	
Mwah!		Yours truly,	
Regards,			

All the best,

Always,

Best,

Cheers,

Cordially yours,

Fond regards,

Hope we can be friends again.

Hope you have a Happy New Year!

Thank you for your assistance in this matter,

In sympathy,

Kind regards,

Love,

Many thanks,

Mwah!

Regards,

Respectfully yours,

Respectfully,

Sincerely yours,

Sincerely,

Take care,

In appreciation,

Thanks,

Very sincerely,

Warm regards,

With appreciation,

With deepest sympathy,

With sincere thanks,

Hugs,

Yours faithfully,

Yours sincerely,

Yours truly,

# Salutations

## Part B

Choose five salutations from this list with a range of formality from 1 to 5 (where 5 is extremely formal and 1 is extremely informal).

All the best,	Always,	Best,	Cheers,
Cordially yours,	Fond regards,	Hope we can b friends agen.	Hope you have a Happy New Year!
Hugs	In appreciation,	In sympathy,	Kind regards,
Love,	Many thanks,	Mwah!	Regards,
Respectfully yours,	Respectfully,	Sincerely yours,	Sincerely,
Take care,	Yours truly,	Thanks,	Very sincerely,
Warm regards,	With appreciation,	With deepest sympathy,	With sincere thanks,
Yours faithfully,	Yours sincerely,	Thank you for your assistance in this matter,	

For each salutation you will write a short, one-paragraph letter or email to match the salutation in formality, tone and meaning. Include a range of opening greetings that could be used for each level of formality you have picked.

Here is an example:

Formality ranking: **4**

Opening greeting: *Dear Liz,*

Short paragraph extract: *I believe that Margaret will be free on the 25th of the month for the meeting. She will be returning from her business trip in the US on the weekend before so will need some time to gather herself and prepare for the meeting. I hope that meets with your approval.*

Salutation: *Warm regards,*

*Jonathan*

Formality ranking: \_\_\_\_\_

Opening greeting: \_\_\_\_\_

Short paragraph extract: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Salutation: \_\_\_\_\_

\_\_\_\_\_

Formality ranking: \_\_\_\_\_

Opening greeting: \_\_\_\_\_

Short paragraph extract: \_\_\_\_\_

\_\_\_\_\_

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Salutation: \_\_\_\_\_

\_\_\_\_\_

Formality ranking: \_\_\_\_\_

Opening greeting: \_\_\_\_\_

Short paragraph extract: \_\_\_\_\_

\_\_\_\_\_

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Salutation: \_\_\_\_\_

\_\_\_\_\_

Formality ranking: \_\_\_\_\_

Opening greeting: \_\_\_\_\_

Short paragraph extract: \_\_\_\_\_

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Salutation: \_\_\_\_\_

\_\_\_\_\_

Formality ranking: \_\_\_\_\_

Opening greeting: \_\_\_\_\_

Short paragraph extract: \_\_\_\_\_

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Salutation: \_\_\_\_\_

\_\_\_\_\_

