

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal. Can you re-write her letter to make it more formal? The words or phrases which need changing are underlined.

Miss B Hushed Noise Pollution Officer Council Offices 42 Loud Lane Salisbury SP38 6TD

20 December 2018

Mr A Noyd 340 Decibel Street Churchfield Salisbury SP47 9VL

Dear Mr A Noyd,

Thank you for your letter <u>about</u> noise pollution. I have carefully weighed up your situation and think you should try to do these things:

Firstly, have a chat with your neighbour about his dog. It may be that he doesn't know his dog is not happy at home on his own and perhaps he will do something to sort it out. If the problem continues I propose that you contact the Animal Welfare Department. Barry there is dead good! He'll sort it out.

Bell ringing! Lol! I can appreciate that must be <u>really getting on your nerves.</u> If I were you, I would go and <u>tell 'em</u> that late night sessions are <u>not on</u> and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows <u>it's</u> crystal clear that Farmer Jones is <u>trying to wind you up, mate</u>. I suggest you arrange a <u>get together</u> with him and <u>lay your cards on the table</u>. Hopefully this will help him to realise the unfairness of the situation and he will <u>shift the mooers on</u>.

If, after you have <u>had a go at doing all this stuff,</u> you are still experiencing difficulties, <u>just give us a ring</u> and I will arrange to visit you in your home and <u>check it all out myself.</u>

I hope your health problems get better soon.





I can write in a formal style using appropriate language features.



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Mr A Noyd 340 Decibel Street Churchfield Salisbury SP47 9VL Dear Mr A Noyd,			20 December 2018
			-
			,
Yours sincerely,			
Miss B Hushed			





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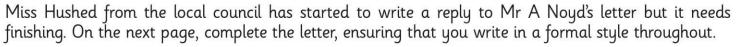
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Mr A Noyd 340 Decibel Street Churchfield Salisbury SP47 9VL		20 December 2018
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Include an opening and closing paragraph, and paragraphs advising Mr Noyd what to do about:

- his neighbour's dog
- · the bell ringing
- · the cows

	Miss B Hushed
N	ise Pollution Officer
	Council Offices
	42 Loud Lane
	Salisbury
	SP38 6TD

20 December 2018

Mr A Noyd 340 Decibel Street Churchfield Salisbury SP47 9VL

Dear Mr A Noyd,

Thank you for your letter regarding noise pollution. I have carefully weighed up your situation and, before we proceed to investigate further, may I advise that you take the following measures:

I hope your health issues improve soon and that you will not require the use of the ear plugs in the near future.

Yours Sincerely,

Miss B Hushed





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Churchfield	
Salisbury	
SP47 9VL	
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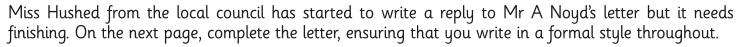


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