

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 <u>think you should try to do these things</u>:

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

Bell ringing! Lol! I can appreciate that must be really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on 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</u> on the <u>table</u>. Hopefully this will help him to realise the unfairness of the situation and he will <u>shift</u> the mooers on.

If, after you have <u>had a go at doing all this stuff,</u> you are still experiencing difficulties, <u>just</u> give us a ring 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.

Yours Sincerely, Miss B Hushed





Mr A Noyd

# Writing a Formal Letter

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



42 Loud Lane Salisbury SP38 6TD

20 December 2018

340 Decibel Street	
Churchfield	
Salisbury	
SP47 9VL	
Dear Mr A Noyd,	



Yours sincerely,

Miss B Hushed



Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal and one paragraph is incomplete! Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

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 about 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 really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows it's crystal clear ....

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

I hope your health problems get better soon.

Yours Sincerely, Miss B Hushed





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



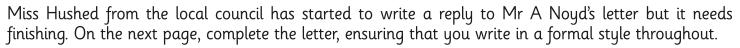
20 December 2018

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Mr A Noyd 340 Decibel Street Churchfield Salisbury SP47 9VL			





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



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
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 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





**1.** Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

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

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

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

With regard to the cows it's **crystal clear**...

If, after you have <u>had a go at doing all this stuff</u>, you are still experiencing difficulties, <u>just give us</u> <u>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.

