

Task 1

Read the following formal letter – you will be using this example to find formal features in the text below.

Sparkhouse Primary School,
Sellorswood Road,
Derby,
Derbyshire,
DE8 5LF

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA

13th November 2016

formal phrases

Dear Agent Coulson,

I am writing to you to kindly offer my services as part of your C.R.E.S.T. team. Recently, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team. To strengthen your department, I would like to put myself forward as your organisation's newest member.

formal vocabulary

semi-colons,
dashes and colons
to separate
clauses

Firstly, I would like to discuss my physical qualities with you. As a ten-year-old girl, you may underestimate my strength and physical presence – you would be wrong to do so. Having won the prize of 'fastest girl' every year at our school sports day competition, my speed is one of my unquestionable strengths. In addition, my throwing abilities would definitely be another asset to C.R.E.S.T. I train weekly with a cricket team and my coach (Mr Slight) says that I am a born fielder. Once, the stumps were almost destroyed by my throwing power; they actually had a ball-shaped hole through the middle. Mr Slight certainly thinks that I could play for England Ladies when I am older. However, I can think of another squad that could benefit from my abilities far more.

avoiding use of
contractions

passive verbs (e.g.
The Spanish team
were beaten by
France or the
sweets were eaten
by the children.)

Whilst physical strength is important, any prestigious C.R.E.S.T. agent must also possess incredible intelligence. My mathematical abilities are excellent. Maths is an essential agent skill; it is the key to everything! In my mind, life is just one big mathematical equation after another. I will let you into a secret - my miraculous throwing skills are all due to arithmetic. In order to make the perfect throw, I work out the following: the angle of the bounce; the speed of the ball; the strength of the wind and the point of release from my hand. It is a strike!

colon to
introduce a list
and semi-colons
within lists

Subjunctive – If I
were ...

If I were to be an agent in the future, I have also thought through a secret identity to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation. I would call myself Mathematics Master, for obvious reasons. Some people may think that mathematics is not an impressive quality; others, like myself, know what a truly invaluable skill maths can be. I am hoping that any potential enemies would underestimate me and my mathematical expertise, which would give me a definite advantage and allow me to skillfully defeat them.

complex
sentences

In conclusion, I hope you can see that I would be a marvelous asset to your team. I would relish the opportunity to join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly await a positive response.

Yours sincerely,

Charlotte Monroe
AKA Mathematics Master

Part 1

Using the example, underline and list the formal features used in the following piece of writing (remember to underline any formal vocabulary I have used e.g. acknowledge instead of know; disregarding instead of ignoring).

St Johns C of E Primary School,
Charlton Park,
Keynsham,
BS31 2NB

15-17 Temple Street,
Keynsham,
Bristol,
BS31 1HF

Dear Sir,

My name is Miss Pilkington and I am writing to you regarding the rumours of some children disregarding the environment in Keynsham. I am very concerned about the news that some children have been throwing away their plastic bottles and wastepaper into the ordinary dustbins. Whilst I acknowledge that there are more dustbins than recycling bins around the town, I believe more needs to be done to encourage the children to recycle and reuse their rubbish.

Firstly, I would like to discuss projects we could undertake to make Keynsham more environmentally sustainable. As a teacher, I am able to work on projects with my class such as: turning plastic bottles into bird feeders; reusing paper; and turning fruit waste into compost for our spiritual garden – do not underestimate the power of children! In addition, the children can create marketing materials aimed at the local residents encouraging them to reduce, reuse and recycle their waste (especially waste from grocery shopping).

In addition, I feel children can engage the adults. These children, who often understand more about environmental degradation than their parents, will need sufficient support from the council to persuade their parents to act responsibly. Unfortunately, I cannot create leaflets and posters myself. If I were to work for the council, I would produce these and hand them to children to give to the adults around Keynsham. Surely, you would want to encourage this kind of citizenship in your town.

Finally, I believe we should have lots more visible recycling bins around the town. They should be multi-coloured – I suggest bright, primary colours – so that they attract the attention of children. In addition, children should receive rewards for recycling that they can use in local shops to buy reusable water bottles and sandwich holders. We simply cannot waste any more time, ignoring this problem.

For all the reasons that I have mentioned, I would be very grateful if you would place more colourful recycling bins in Keynsham and engage the children to spread the message about recycling. Please feel free to contact me should I be of use to you in becoming more environmentally friendly.

Yours faithfully,

Miss Pilkington

Part 2

Write another paragraph highlighting how we can recycle. Try to include three different formal features; in addition to three formal words in your paragraph.