

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time. Our Staff will be continuously, sending notes and exercises on a weekly basis through what's app and email.

Students are requested to copy the notes and do the exercises on their copybooks. The answers to the questions below will be made available on our website on knowledgeplus.mu/support.php.

Please note that these are extra work and notes that we are providing our students and all classes will be replaced during the winter vacation.

We thank you for your trust and are convinced that, together, we will overcome these troubled times

EXTRA NOTES AND HOMEWORK -WEEK 2

Instruction: Make sure to copy all the notes given below in your **copybook** and attempt the **task** at the end of the paper.

Further Explanation on **FORMAL LETTER.**

Formal letter writing → Formal Communication

- It is written in a dignified language with a unique and professional format.
- These letters are written for official purposes:
 - i. To the school principal (survey on bullying, pollution, absence etc.)
 - ii. To a company (misbehavior of a salesperson, complaint, job application etc.)
 - iii. The authorities (police: fight, a crime scene, stray dogs...)
- Read attentively to identify the type of letter writing.
- Knowledge is crucial in formal letters.
- Be professional. (Avoid a friendly tone)
- Be polite.

Format (Block Format)

School Lane

Flacq

07 March 2020

To SLD Company

Port Louis

Application for Sales Manager

Dear Sir/Madam,

Intro

Para 1

Para 2

Para 3

Conclusion

Yours faithfully

John Smith

The mechanics of Letter Writing.

- 1) Detailed description is inappropriate for a letter.
- 2) Add your own points to create originality. Also elaborate on examiner's points.
- 3) Write your letter in a direct and simple language. Examiner's look for precision, clarity, lucidity and accuracy using idioms, proverbs and ornate phrases or expressions.
- 4) You can use contracted forms such as hadn't, didn't, isn't etc.
- 5) Conversation is quite ridiculous in a letter.

Task

You have recently visited an orphanage in the South of Mauritius. The plight of the children there has really moved you, and you want to help them with the contribution of your school. You decide to write a letter to your Principal to make the request.

Write your letter. You must include the following:

- Brief description of the orphanage (for e.g., its location, information about the children, etc.)
- How and why you plan to raise funds
- Ways in which you want to help these children

Cover all three points above in detail. Remember to make your letter informative, and to emphasize that it is a worthwhile cause.