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Letter Writing 12 Letter Writing Addressing an envelope Look at the following envelope and note where the address goes and the use of capital letters, commas and full stops. 1 This letter is addressed incorrectly. Using the blank envelope on the next page rewrite the address correctly. There are 8 capital letters missing, 3 commas and 1 fullstop. M s .

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The letters may be short and simple in form and style, gradually increasing in length and complexity as the students progress. The letter writing assignments may vary according to type and style as selected by the teacher and the students. The letters may be corrected and kept in the students' notebooks for actual use as models later on.

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the majority of memos, emails, and letters. Writing that is too formal can alienate readers, and an attempt to be overly casual may come across as insincere or unprofessional. In business writing, as in all writing, you must know your audience. In most cases, the business letter will be the first impression that you make on someone.

### **Business Letters - The Writing Center**

Developing Writing Writing Skills Practice Book for EFL Patricia Wilcox Peterson Originally published in 1982, Materials Development and Review Branch The English Language Programs Division United States Information Agency Washington, DC Second printing published in 1995 This reprint published in 2003. Office of English Language Programs

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