

Module 5 - Writing a covering letter

Formal letters

Look at Ron Galliano's letter to *Horizons Unlimited*. He has made a number of mistakes. The mistakes include spelling, punctuation and grammar. Some of the formal letter writing conventions have been broken, too. Find the mistakes and mark the corrections on the letter below.

	Ron Galliano 72 Fulham Grove, London. W4 7JT
	24 April 2001
Marion O'Neill Horizons Unlimited, PO Box 444, Richmond, Surrey. SJ5 4TS	
Dear Sir/Madam,	
I am writing in reply to your ad. for temporary Summer positions, which appeared in The Western Mail on 2 March.	
I am currently working for The Big Chef restaurant chain as a cooker. Although I enjoy it very much, I was given the position on temporary basis. Unfortunately, my contract will come to an end in June. I would therefore be particularly interested in any catering positions that you have available. However I am willing to consider any kind of work.	
I've enclosed a copy of my curriculum vitae and two recent references. Should you require any further information please do not hesitate to contact me.	
I look forward to hear from you.	
Kind regards,	
<i>Ron Galliano</i>	

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Teacher's notes

This task can be used after students have done the ordering exercise on page 56. It can be used to consolidate earlier work and introduce new language items.

The students should have picked out the following errors:

- 1 Ron Galliano should not include his name above his address.
- 2 When the writer of the letter knows the recipient's name, the writer should begin with whichever of these is applicable:
Dear Mr _____,
Dear Mrs _____,
Dear Miss _____,
Dear Ms _____,
In cases such as this one where we know the recipient is female but we do not know her marital status we should use Dear Ms _____, (see point 12).
- 3 'Writing' is spelt with a single 't'.
- 4 Abbreviations should be avoided in formal letters. 'Ad.' should be written as 'advertisement'.
- 5 We do not use capital letters for seasons unless they start the sentence. Therefore 'summer' should be written with a small 's'.
- 6 A person cannot be a 'cooker'. They can be a 'cook' or a 'chef'. A cooker is the machine on which the food is cooked.
- 7 Spelling of 'therefore' is missing an 'e'. It should be spelt 'therefore'.
- 8 The comma is missing after 'However'.
- 9 Contractions should be avoided in formal letters. 'I've' should be written as 'I have'.
- 10 The comma is missing after 'information'.
- 11 After 'look forward to' the verb form which follows is in the -ing form. Therefore the last sentence should have been written as: 'I look forward to hearing from you'.
- 12 As the letter should have begun with 'Dear Ms O'Neill' it should end with 'Yours sincerely,'. Where we don't know the recipient's name we use 'Yours faithfully,'.

