

Wednesday 20th January

Below is a formal letter. You must decide which of the phrases in bold you think is most appropriate for the letter. Re-write the letter with the most appropriate phrases written in the correct place.

Dear Mr Brown,

I thought I'd write/ I am writing to complain about the **state of the yard/condition of the playground**. Over the last two weeks, **I have noticed loads of rubbish/a great deal of litter**.

I reckon/It is my opinion that this litter is a health hazard. For example, yesterday a year 4 boy fell over and cut his hand on a broken bottle. **The boy I'm talking about/The boy in question** needed four stitches.

Furthermore/On top of this, the litter is an eyesore. Our school has beautiful views of the river and these are **wrecked/spoiled** by the litter.

I believe/I reckon that there are **a load of things/a number of things** that you could do to **fix/rectify** this problem. Firstly, **it may be possible for you/you could** purchase additional litterbins. This would help **stop/prevent** people discarding their litter **recklessly/willy-nilly**.

What's more/In addition, I think that our school needs **better/more adequate** security to prevent vandals littering.

To finish/In conclusion, I hope you will take my concerns seriously and I look forward to **your reply/you writing back to me**.

Yours Sincerely/Yours Faithfully

Stephen Jones

Below is an informal letter. You must decide which of the phrases in bold you think is most appropriate for the letter. Re-write the letter with the most appropriate phrases written in the correct place.

Dear James,

How are you?/I trust this letter finds you well. I've been **dead busy/extremely busy** since your last letter. We have to work really hard at school **to get ready/in preparation** for our SATs.

Despite this, I did manage to **play/partake in a game of** football last night with my **friends/acquaintances**. We **won/were victorious!** It was **brill/outstanding!**

Also, my dad **got me/purchased for me** a new **mobile telecommunication device/mobile phone**. It's an iPhone 8!

Anyway, **gotta go/I have to cease writing!** Speak to you soon. **Please write back/please respond swiftly**.

Love from

Susan