



HOW TO WRITE A LETTER

MASTER
CENTRO DI ALTA
FORMAZIONE

HOW TO WRITE A LETTER

1. IL SALUTO INIZIALE (Dear...)
2. IL CORPO → DIVISO TRA PARAGRAFI (di solito 2 o 3)
3. IL SALUTO FINALE + LA FIRMA (Solo il nome nelle lettere informali, nome e cognome in quelle formali)

SEMI-FORMAL LETTER

You see this advertisement in a local English language newspaper.

LOOKING FOR PART-TIME WORK?

We need students of English to spend two mornings a week helping in the local tourist office.

Good pay and conditions for the right applicants.

Write to us, giving information about your level of English and explaining why you would be suitable for the job.

Write your letter. Do not write any postal addresses. (You should write 140-190 words)

Risposta:

Dear Sir/Madam,

Bisogna dire per che lavoro si fa domanda e dove/quando hai visto l'annuncio. Puoi inventarti una data e un giornale.

I am writing to apply for one of the positions helping in the local tourist office which were advertised in «Kent Weekly» on 23rd of August.

I am nineteen years old and come from Switzerland. German is my mother tongue and I have been learning English and French for five years at a comprehensive school. At the moment I'm a student at English International, studying for the Cambridge First Exam.

Rispondi a ogni domanda chiesta nell'annuncio, anche il livello di inglese.

I have always been interested in working with people. As I have already spent three months in England, I know the local tourist attractions quite well. I would also say that I have a good knowledge of history and old places because I have read a lot about the subject recently. In the near future, I would like to continue studying English, and so the job in your tourist office would be a great opportunity for me to improve my speaking.

Spiega perché saresti adatto per questo lavoro.

I am available for interview at any time. I can be contacted on 0795 51 32 41 after 6p.m. every evening.

Specifica quando e come puoi essere contattato

Thank you for considering my application. I look forward to hearing from you.

Ringrazia e aggiungi una frase come «Attendo una sua risposta»

Yours faithfully,

Il saluto finale deve essere formale: **YOURS FAITHFULLY**

Giada Rossi

Nome e Cognome nella firma

LINGUAGGIO UTILE NELLE LETTERE FORMALI

- I have always been interested in + verbo in ing
- One of the main reasons I am applying for this job is that...
- I have a lot of experience in..
- I am available to start work at any time
- Thank you for considering my application
- I would be grateful if you would send me further details of the job
- I can be contacted on at any time
- I look forward to hearing from you soon.
- Se si inizia la lettera con il nome della persona a cui si scrive (es. Dear Mr.Rossi), allora di finisce la lettera con «YOURS SINCERELY». Invece se si inizia la lettera con Dear Sir/Madam, si usa «YOURS FAITHFULLY» alla fine.

INFORMAL LETTER/EMAIL

You have received this email from your English-speaking friend Carole.

When you visit me next month, what would you like to do? You said something about visiting historic places but I know you like sports as well. I've just passed my driving test, so we can get around easily. Have you got any questions for me about your visit?

Write your email (You should write **140-190** words)

Risposta:

Usa il **nome dell'amica** e non dire «Dear friend»

Dear/Hi **Carole**,

Thanks for your email – it was great to hear from you. I'm sorry I haven't written for a while, but I've been really busy preparing for my exams. It's good news that you've passed your driving test. Congratulations!

Puoi dire quello che hai fatto in quel periodo e aggiungere dettagli interessanti.

Ringrazia per la lettera/ email precedente o parla di un'esperienza precedente condivisa.

Usa un linguaggio informale/ colloquiale.

I'm really looking forward to my visit – thank you again for inviting me. I know you have a wonderful beach near your house and I'd really enjoy spending some time there. I expect the weather will be hot, **so I hope we can go swimming**. As you know, I'm also interested in history, so it'd be great if you could drive to the castle in the next town – you told me about it before.

I **dettagli** rendono la lettera più interessante.

I have a couple of questions. What sort of clothes should I pack? Casual or formal? Would you like me to bring anything for you? I'd like to bring something special for you and your family from my country.

Domande interessanti da chiedere.

Menziona quando rivedrai la persona a cui scrivi.

I'd better stop now and get on with my studying. I hope you're enjoying driving your car, and I can't wait to meet up very soon!

- Give my love/regards to your family
- Please write soon
- I look forward to meeting up again soon.

Si usa solo il nome alla fine nelle lettere informali.

All the best,
Giada

Usa una frase adeguata nel saluto finale: «**LOVE, ALL THE BEST, BEST WISHES**».

NON FINIRE LA LETTERA INFORMALE CON UN SALUTO FORMALE COME «~~YOURS SINCERELY/FAITHFULLY~~»

LINGUAGGIO UTILE NELLE LETTERE INFORMALI

- Many thanks for your letter/email – it was great to hear from you again.
- I thought I'd better write and give you some more details about..
- It's been such a long time since we wrote to each other.
- How are you?/ How are things with you?
- How was your holiday?
- You remember I told you in my last letter that...
- Give my love/regards to your family
- Please write soon
- I look forward to meeting up again soon
- (Spesso si usano punti esclamativi e si preferisce usare i trattini al posto delle virgole.)



THANK YOU FOR YOUR ATTENTION!

MASTER
CENTRO DI ALTA
FORMAZIONE