Writing a formal letter or email

IGCSE English · Vocabulary in context

Word	Example
formal /ˈfɔːml/	“Good morning, Mr Lee” is **formal**. “Good morning, Mr Lee”
semi-formal /ˈsemi ˈfɔːml/	A **semi-formal** letter is polite but still friendly.
head teacher /hed ˈtiːtʃə/	Write a letter to the **head teacher** asking for a new club.
manager /ˈmænɪdʒə/	She wrote to the shop **manager** to complain.
event organiser /ɪˈvent ˈɔːgənaɪzə/	The **event organiser** planned the school concert.
format /ˈfɔːmæt/	Show the date in the **format** DD/MM/YYYY. DD/MM/YYYY
purpose /ˈpɜːpəs/	Ask about the **purpose** of the text: what must I do?
polite /pəˈlaɪt/	Be **polite**: say “please” and “thank you”. “please” “thank you”
slang /slæŋ/	Do not use **slang** like “cool” or “gonna” in a formal letter. “cool” “gonna”
grateful /ˈgreɪtfl/	I am very **grateful** for your help.

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