

# LETTER WRITING

- **Objectives:**
- At the end of the chapter, the students are expected to:
- 
- mention the types of letters;
- identify the similarities among the letter types;
- distinguish among informal, semi-formal and formal letters;
- state the distinguishing features of the language of formal and informal letter;
- generate letter topics for each of the letter types; and
- highlight and illustrate the stages in the formats of formal, semi-formal and informal letters.

# What is letter writing?

- Writing is one of the invaluable four skills of learning in the English language. The other three skills are Reading, Speaking and Listening. In terms of chronology, it is not feasible to substantiate the oldest, the most important, or perhaps the strongest in application among these four skills.

# Two types of writing and their characteristics

- The types of writing to be discussed in this chapter are:
  - 
  - Creative writing
  - Letter writing
- Creative writing is a type of writing where the writer's imagination is solely at work. Also, fiction and in few cases non-fiction are the conventions with which a creative writer's imagination is demonstrated.

# Types of creative writing

- Essay, (Prose, poetry and drama)

Letter writing (Formal, informal and semi-formal)

Their characteristics, similarities and differences.

# evaluation

- What is writing?
- Define writing as a process and as a product.
- Distinguish between creative and letter writing.
- What are features of formal letter?