

Letter Writing

Irish

Statement code no. 7

Student:

Class:

At Junior Certificate, the student can:

Write a formal letter and an informal letter

Date Commenced

Date Awarded:

Learning Targets — This has been demonstrated by your ability to:

1. Identify the difference between a formal and informal letter
2. Write the address in the top right-hand corner
3. Write the date underneath the address
4. Write the address of the person you are writing to on the left-hand side (formal letter)
5. Use the correct introduction
6. In the first paragraph, explain why you are writing the letter
7. In the second paragraph, mention other reasons for the letter
8. Capable of concluding the letter in the last paragraph
9. Finish off the letter with appropriate closing phrase
10. Write the address properly on the envelope
11. Use capitals for the names of the people and places
12. Write a formal letter of complaint to a newspaper, shop or radio programme
13. Write a job application letter
14. Write an informal letter to a friend in hospital
15. Respond to a personal letter, in three paragraphs

Work begun | Work in progress | Work completed