Unit 1

Developing Writing

a formal letter

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Objectives:

Students will be able to:

- Write a formal letter applying for (scholarship)

Strategies:

- Collaborative Learning
- Burger Paragraph Organizer (The Sandwich technique)
DO YOU THINK THAT THESE BURGERS ARE DELICIOUS?
WHAT ABOUT THIS BURGER? IT LOOKS YUMMY! RIGHT!
A GOOD PARAGRAPH IS LIKE A GOOD BURGER.
**Sesame:** Name of the person you are sending to
If you know the name of the person you are writing to, you begin with Dear Mr/Mrs/Ms & their surname.
If you don’t know You begin with Dear Sir or Dear Madam.

**The Top Bun:** Main Sentence; Topic Sentence
Paragraph 1 - Introduction. In this paragraph, You are going to pay attention to: - how can you draw your reader in? - how to get to your main info? - Preview main points

**Lettuce:** Supporting Sentences / details
- Paragraph 2 - What is your first main piece of information? - Support the main piece of info with details - shoot for at least 3 supporting details

**Cheese:** Supporting Sentences / details
- Paragraph 3 - What is your second main piece of information? - Support the main piece of info with details - shoot for at least 3 supporting details

**Meat:** Supporting Sentences / details
- General statement about your main point - Briefly restate - in a sentence or two - your 3 big supporting ideas - Restate or reword your thesis statement from your intro

**The Bottom Bun:** Concluding sentence
- End the paragraph with a statement about what everything you wrote means
  – Finish with Yours sincerely if you know the person or Yours Faithfully if you don’t know the person. Then, Your name.
Dear Sir,

I am writing to apply for the Central College Society Scholarship which I saw advertised on the university website.

I believe I would be perfect for this scholarship for the following reasons. Firstly, my best subjects at school are English and History and my ambition is to study one day in the United Kingdom, to discover more about the people, places and traditions. My grades this year have been very good, with an average mark of 80% in my exams.

I also love sports, particularly football. I am the captain of my school football team. As captain of the team, I am responsible for organising social activities and events to raise money for the team.

I would be very grateful to receive the chance to study at your university with a Central College Scholarship and I am sure that I could make a valuable contribution to the English department.

I look forward to receiving your reply.

Yours faithfully,
Khaled Youssef