



# Formal Writing

What does formal mean?

Something that follows all the rules, often something of importance.

When or where might we see formal writing?

Letters, newspapers, radio, speeches, business meetings...

What does Standard English mean?

English that can be understood by anyone in a country.

Speaking and  
Listening



COLE, MUFFAT, WINKIE & Co.  
SOLICITORS  
347A SHORT STREET, WETWANG  
EAST RIDING OF YORKSHIRE WET1 4ME

Read through this solicitors letter. Is it written formally or informally? Why is it written this way?

Ms Keziah White,  
Exterior Annexe,  
17, Providence Street (Rear),  
Wetwang WET1 SHD

1st April 2000

Dear Ms White,

We write to you on behalf of our clients, Mr and Mrs S. White of 17, Providence Street, Wetwang.

It has been brought to our attention that you have, in the very recent past, ceased to reside with our clients at the above address. Our information is that, subsequent to a domestic dispute with your sibling Nathan White, the youngest son of our aforementioned clients, you have taken up residence in an outbuilding of the said premises, a detached edifice formerly utilized for the storage of fossil fuel, now disused, and hereinafter referred to as The Coal Shed.

We are therefore charged to enquire from you whether this domestic arrangement is to be regarded as permanent or temporary. Bearing in mind the fact that my clients are, jointly, the legal owners of the said occupied premises, namely The Coal Shed, you are asked to bear carefully in mind the circumstance that, if the former arrangement is to apply, a formal leasing agreement will need to be drawn up, subject of course to yourself, as tenant, making the necessary provision for regular payments of the required rental and service charge.

We would be grateful for your speedy response to the above address.

Yours sincerely,

L.M. Muffat,  
for Cole, Muffat, Winkie & Co.

Sheet  
Writing 

In pairs, identify formal words that the writer has chosen.  
Then share them here as a class.

1st April 2000

Ms Keziah White,  
Exterior Annexe,  
17, Providence Street (Rear),  
Wetwang WET1 5HD

Dear Ms White,

We write to you on behalf of our clients, Mr and Mrs S. White of 17, Providence Street, Wetwang.

It has been brought to our attention that you have, in the very recent past, ceased to reside with our clients at the above address. Our information is that, subsequent to a domestic dispute with your sibling Nathan White, the youngest son of our aforementioned clients, you have taken up residence in an outbuilding of the said premises, a detached building formerly utilized for the storage of fossil fuel, now disused, and hereinafter referred to as The Coal Shed.

We are therefore charged to enquire from you whether this domestic arrangement is to be regarded as permanent or temporary. Bearing in mind the fact that my clients are, jointly, the legal owners of the said occupied premises, namely The Coal Shed, you are asked to bear carefully in mind the circumstance that, if the former arrangement is to apply, a formal leasing agreement will need to be drawn up, subject of course to yourself, as tenant, making the necessary provision for regular payments of the required rental and service charge.

We would be grateful for your speedy response to the above address.

Yours sincerely,



L.M. Muffat,  
for Cole, Muffat, Winkie & Co.

Ms Keziah White,  
Exterior Annexe,  
17, Providence Street (Rear),  
Wetwang WET1 SHD

Did you get all these?

1st April 2000

Dear Ms White,

We write to you on behalf of our clients, Mr and Mrs S. White of 17, Providence Street, Wetwang.

It has been brought to our attention that you have, in the very recent past, ceased to reside with our clients at the above address. Our information is that, subsequent to a domestic dispute with your sibling Nathan White, the youngest son of our aforementioned clients, you have taken up residence in an outbuilding of the said premises, a detached edifice formerly utilized for the storage of fossil fuel, now disused, and hereinafter referred to as The Coal Shed.

We are therefore charged to enquire from you whether this domestic arrangement is to be regarded as permanent or temporary. Bearing in mind the fact that my clients are, jointly, the legal owners of the said occupied premises, namely The Coal Shed, you are asked to bear carefully in mind the circumstance that, if the former arrangement is to apply, a formal leasing agreement will need to be drawn up, subject of course to yourself, as tenant, making the necessary provision for regular payments of the required rental and service charge.

We would be grateful for your speedy response to the above address.

Yours sincerely,



L.M. Muffat,  
for Cole, Muffat, Winkie & Co.

Ms Keziah White,  
Exterior Annexe,  
17, Providence Street (Rear),  
Wetwang WET1 SHD

Sheet  
Writing 

In pairs, identify formal words  
that the writer has chosen.  
Then share them here as a class.

1st April 2000

Dear Ms White,

We write to you on behalf of our clients, Mr and Mrs S. White of 17, Providence Street, Wetwang.

It has been brought to our attention that you have, in the very recent past, ceased to reside with our clients at the above address. Our information is that, subsequent to a domestic dispute with your sibling Nathan White, the youngest son of our aforementioned clients, you have taken up residence in an outbuilding of the said premises, a detached edifice formerly utilized for the storage of fossil fuel, now disused, and hereinafter referred to as The Coal Shed.

We are therefore charged to enquire from you whether this domestic arrangement is to be regarded as permanent or temporary. Bearing in mind the fact that my clients are, jointly, the legal owners of the said occupied premises, namely The Coal Shed, you are asked to bear carefully in mind the circumstance that, if the former arrangement is to apply, a formal leasing agreement will need to be drawn up, subject of course to yourself, as tenant, making the necessary provision for regular payments of the required rental and service charge.

We would be grateful for your speedy response to the above address.

Yours sincerely,



L.M. Muffat,