

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

Work begun ☐☐☐ | Work in progress ☐☐☐ | Work completed ☐☐☐