

Before the advent of email, text messages and the telephone, writing letters was by far the most common means of communication between people who lived far apart from each other. We have heard for years now that letter writing is dead, but this is not true.

If you want to apply for a job, get a refund from a company, make a complaint to your local council or persuade the government to do something, letter writing is still a very important aspect of communication in our lives. You may send the letter by email or through the post, but you are still writing a letter.

There are certain conventions that a letter is expected to have

1. Layout (addresses and date) in the correct place, punctuated correctly.
2. Correct greeting and sign off.
3. Formal tone.
4. Start your letter with a short paragraph stating what you are writing about.

Here goes the sender's name and address

You can out the date here

Here goes the receiver's name and address

You can out the date here

You can out the date here

Dear Sir/Madam

You can use the person's name here (Mr/Ms/Mrs name)

I am writing to express extreme concern regarding the industrial wind turbine development planned for Greenbrier County Park.

Wind turbine projects destroy important wildlife and habitat (including endangered species), kill huge volumes of birds and bats, destroy highly prized scenic vistas, and impact local tourism-dependent economies along with lowering property values.

Yours sincerely,
Mirriam Brown.

The local park which both children and adults use for relaxation, games and entertainment has a pond, a swimming pool, a football pitch and a tennis court, as well as a flower garden. Your local council is proposing to close it to use the space to build blocks of flats.

Using the spider diagram from Monday, plan a letter to your local authority to try to persuade them not to close the park.

In addition to using the correct features from the page above, think about what you want to say. Make use of passive voice when stating facts but don't overdo it because active voice is usually much more powerful. E.G. "The park has been used by the public for decades" (passive) BUT "Children in the area will have nothing to do and this may lead to more crime and anti-social behaviour". (active)

Points to consider

- The benefits of the park to public now. Give detail but not too much.
- What harm will occur if the park is closed?
- How does it affect people in a bad way?
- Use statistics about how many young people and families rely on the park for different activities and services.
- Use emotive argument by talking about how anti-social behaviour may increase, leading to a decline in quality of life.