

Appendix IIb: Useful Vocabulary for Letters

LETTERS:	INFORMAL	SEMI-FORMAL	FORMAL
Making an invitation	Let me tell you when & where ... By the way, it's a fancy dress party/formal ceremony ... You can stay over if you like ... There'll be plenty of food/drink ... You won't need to bring anything ...	These are the details of ... It will be a fancy dress party/formal occasion ... If you need somewhere to stay ... Refreshments will be provided ... It won't be necessary to ...	The party/wedding/ceremony will be held on ... at ... Be advised that the party/occasion is ... Accommodation can be provided by arrangement ... The catering arrangements have been made ... You will not be required to ...
Accepting an invitation	What a great way to celebrate ... By the way, if you need help with ... Can I bring my friend, Brian?	It's a wonderful way to celebrate ... If you would like any help ... Could I invite a friend to come too?	I'm sure it will be a wonderful occasion. Should you require assistance ... Would it be possible for ... to accompany me?
Refusing an invitation	I can't make it because ... I've got plans for that weekend ...	I won't be able to come because ... I have already arranged to ...	I am unable to attend due to ... I am otherwise engaged ...
Asking for information	Do you know anything about ... I also need to know about ... I want to find out about ... as well. Can you also let me know if ... I would be glad to ...	Do you have information about ... I would also like to know ... In addition, could you tell me ... Please could you also ... I would be grateful for ...	What information do you hold on ... Could you also provide details of ... Furthermore, it would be useful to have information concerning ... Please would you include would be appreciated ...
Giving information	I have sent you a ... To answer your question about ... Did you know that ...? This information should help you ...	This letter includes a ... In response to your enquiry about ... Were you aware of ...? This information should be useful to you ...	Please find enclosed a ... Regarding your request for ... May I bring to your attention ... The following information may be of use to you ...
Apologising	I'm really sorry for/about ... It wouldn't have happened if ... I admit that it was my fault ... I didn't mean to ...	I apologise for ... It happened because of ... I am to blame for ... It was not intentional ...	Please accept my apologies for ... The situation arose due to ... The fault is entirely mine ... It was not my intention to ...
Making requests	I really need ... Can I ask you to ...	I'd like ... Could I ask you to ...	I wish to request ... Would it be possible for you to ...
Giving advice	Why don't you ...	If I were you, I'd ...	I would suggest that ...

Appendix III: Rules for Punctuation

CAPITAL LETTERS

A capital letter is used:

- to begin a sentence.
e.g. *There's a great film playing at the cinema.*
- for days of the week, months and public holidays.
e.g. *This year, Christmas Day falls on the last Sunday of December.*
- for names of people and places.
e.g. My best friend's name is **C**laire and she's from **C**ardiff, **W**ales.
- for people's titles.
e.g. **M**r and **M**rs Graham; **D**r Stevens; **P**rofessor Brown; etc.
- for nationalities and languages.
e.g. *They are French.*
We love Italian cuisine.
He's fluent in Portuguese and German.
- for the first word and/or the most important words (e.g. nouns, verbs, adjectives, adverbs) of titles of books, films, plays, TV programmes, etc.
e.g. *The Sixth Sense*
Indiana Jones and the Lost Temple
Alice in Wonderland

Note: The personal pronoun **I** is always a capital letter.

e.g. *George and I are going to the funfair.*

FULL STOP (.)

A full stop is used:

- to end a sentence that is not a question or an exclamation.
e.g. *I'm having a wonderful time. There's so much to do here.*

ITALICS

Italics are used:

- to show the titles of books, plays, newspapers, films, etc.
e.g. *The Hunchback of Notre Dame*
Romeo and Juliet
The Daily Mail
Braveheart
- to show names of hotels, restaurants, etc.
e.g. *The Majestic Hotel*
Cleo's Grill House

COMMA (,)

A comma is used:

- to separate words in a list.
e.g. *We need eggs, milk, cheese and butter.*
- to separate phrases or clauses.
e.g. *He stopped walking, looked down, and realised that he was still wearing his slippers.*
- to separate long sentences linked by *and*, *but*, *as*, *or*, etc.
e.g. *Susan had a very bad cold, but she still went to the party.*
Ann brought some delicious egg sandwiches, and Tim brought his famous chocolate brownies.
- to separate a non-identifying relative clause (i.e. a clause giving extra information which is not essential to the meaning of the main clause) from the main clause.
e.g. *Maria, who is a ballerina, lives in Paris.*
The local market, where you can buy exotic spices, is located on the High Street.
- after certain linking words/phrases (e.g. *in addition to this*, *for example*, *however*, *in conclusion*, etc.).
e.g. *In addition to this, Fred is a collector of antique watches.*
- when *if*-clauses begin sentences.
e.g. *If we had taken her advice, we wouldn't have got lost.*
Note: No comma is used, however, when the *if*-clause follows the main clause.
- before and/or after expressions such as: *he/she said*, *said Tom/Mary*, etc. when reporting someone's exact words.
e.g. *Opening the door, he said, "Wake up children, it's time to get ready for your trip."*
but: "I am exhausted," said the firefighter.
- to separate question tags from the rest of the sentence.
e.g. *Ms Jones is your history teacher, isn't she?*

QUESTION MARK (?)

A question mark is used:

- to end a direct question.
e.g. *How old are you?*
Note: A question mark is not used to end an indirect question.
e.g. *He asked me how old I was.*

EXCLAMATION MARK (!)

An exclamation mark is used:

- to end an exclamatory sentence, i.e. a sentence showing admiration, surprise, joy, anger, etc.
e.g. *That's great news!*
What a beautiful baby!