

# Format and structure

## Booster 5: Formal language and formal text types

### Key learning

Most of the letters you write require formal language. For example, a letter for a job or college application should use formal language. Think about the reasons for this. What impression might you want to give? Other formal text types include news articles, books, reports and essays. You should try to use formal language whenever you are writing to someone you do not know, even in an email.

### Worked example:

Circle all the examples of formal language you could use in a letter to a future employer.

sincerely	applying	get back	thank you	cheers	bye
Dear	faithfully	truly	ring	telephone	reply

### Answers:

The formal words are: sincerely, applying, thank you, Dear, faithfully, truly, telephone, reply.

### Your turn:

You want to apply for a part-time job as a shop assistant at your local supermarket. You must send in your CV (curriculum vitae) and a short letter explaining why you want the job (a covering letter).

Write the first paragraph of your covering letter using formal language.