Appendix H

Exercises on informal letter writing and checklist for revision and edition

Activity 2. The following sentences go together to form a complete letter, but they are in the wrong order. Working in groups of three or four, put them in the right order, and decide how the words and phrases underlined help to link the text together. Compare your answers with those of other groups.

Dear Dorothy,

A) But when we started eating, the noise died down.
B) As you may remember, it was Rosemary’s birthday last Saturday, and she wanted to do something different.
C) (You remember it, don’t you? Just beside the old castle.)
D) Well, nothing more to tell you just now; hope to see you at Christmas.
E) I mean, life goes on as always, and nothing special seems to happen.
F) Fortunately, there was a bright moon, so we were able to make our way there without much trouble.
G) It was then that we suddenly became aware of the stillness of the night, and although it sounds odd to say so, the silence seemed ever louder than the noise we had been making before.
H) Thank you very much for your letter, which arrived this morning.
I) All in all, it was an unforgettable experience- I’m sure Rosemary’s picnic will be talked about for some time.
J) It was really my turn to write, as you say, but I seem to have so little news these days.
K) As you can imagine, there was a great deal of missing about when we got there- people shouting and chasing each other around, and so on.
L) Last weekend was fun, though.
M) Well, anyway, we all met at the Red Lion, had a few drinks there, and then went down to the wood.
N) Instead of the usual party at home she decided to have a midnight picnic in Glover Wood.

Love,

Jenny.

(This exercise was adapted from Coe et al’s (1983, p.6) Writing skills: A problem- solving approach. Cambridge: Cambridge University press).