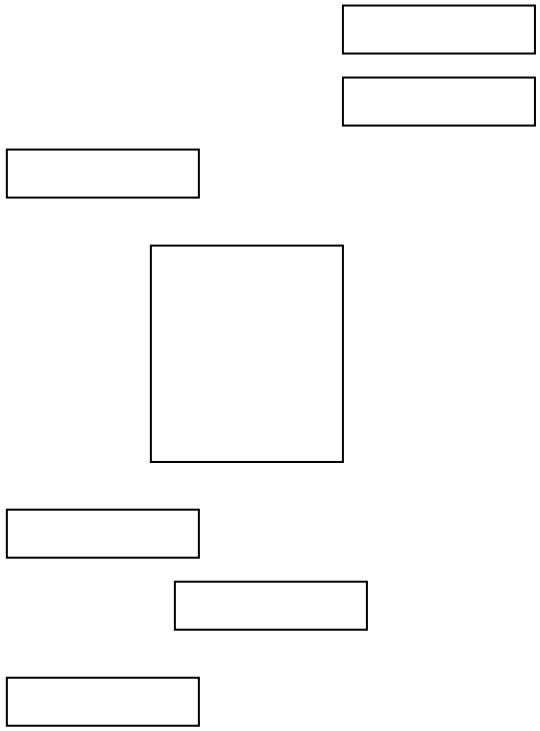
HOW TO WRITE A LETTER

(écrire une lettre)

PLACE THE WORDS & EXPRESSIONS (*PLACER LES MOTS & EXPRESSIONS)*

a) signature – text – writer's address – post script – opening – ending - date

a)



b) Dear Sir or Madam – Dear John – Dear Mr/Mrs/Ms/Miss + name – Dear Sirs- My Dear/Dearest + first name – Dear all

thank you for your letter which came yesterday – I'm writing in connection with… -Just thought I would drop you a line. -

Yours faithfully – that's all for now – give my love to Andrea – See you soon – lots of love from Suzy – Yours – xxx – xoxoxo- give my regards to + name – I'm looking forward to seeing you soon/hearing from you –yours sincerely –best wishes – say hello to + name for me.

b)	A letter to friends or relatives	A letter to people you do not know well	A letter to people you do not know
Opening *(salutation)*			
Beginning *(commencer)*			
Taking leave *(prendre congé)*			
Ending *(conclure)*			

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