



MASTERING THE ART OF WRITING FORMAL LETTERS: A STEP- BY-STEP GUIDE FOR EDUCATORS

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Abstract:

Actually, writing formal letters is a important and professional skill for students. Because knowing how to write will enable people to have respectful and professional communication in business, governmental and academic contexts. This article will explore and provide effective strategies for teaching how to write formal letters and articles. Additionally, this article will provide what language and structures ought to be used.

Key words: *academic, formal, letter and article.*

Аннотация:

На самом деле, написание официальных писем является важным и профессиональным навыком для студентов. Поскольку умение писать позволяет людям вести уважительное и профессиональное общение в деловых, государственных и академических контекстах. В данной статье будут рассмотрены и представлены эффективные стратегии обучения написанию официальных писем и статей. Кроме того, в статье будет указано, какой язык и какие структуры следует использовать.

Ключевые слова: *академический, официальный, письмо и статья.*

Introduction:

Initially, teachers are supposed to explain the purpose of writing formal



letters. As it has been mentioned above, the purpose of writing formal letters is to sound more academic and professional. Teachers ought to explain that we write a formal letter for cover letters for job applications or complaints to companies, formal letters are an important aspect of professional interactions.

To teach writing a formal letter effectively, it is important for students to understand the various components that form a formal letter. These components involve:

1. Sender's Address: the sender's name, street address, city, the date and postal code.
2. Recipient's Address: After the sender's address, the recipient's address ought to be written. The name, title, and address of the person to whom the letter is being sent should be included.
3. Greeting: Common greetings for formal letters include:
 - "Dear Mr./Ms. 'Last Name',"
 - "To Whom It May Concern,"
 - "Dear Sir/Madam,"
4. Body part of the Letter:
 - Introduction: the purpose of the letter;
 - Main Content;
 - Conclusion;
5. Closing:
 - "Sincerely,"
 - "Yours faithfully," (unknown recipient's name)
 - "Yours truly," (known recipient's name).
6. Signature.

After explaining each part, teachers have to make their students write their own formal letters by following these bullet points.



Conclusion:

All in all, this article has explained and provided educators with essential strategies and guidance on language, components and structures to effectively teach students how to write formal letters.

References:

1. O'Connor, J. (2011). *Letters of Recommendation: A Guide to Writing Effective Formal Letters*. Harper Collins.