

## Skill Builders: Writing – Letter Writing

### Letter Writing



The exchange of written or printed **communications**.

Distinctions are commonly drawn between personal letters (sent between family members, friends, or acquaintances) and business letters (formal exchanges with businesses or government organizations).

Letter writing occurs in many forms and formats, *including notes, letters, and postcards*. Sometimes referred to as hard copy or snail mail, letter writing is often distinguished from forms of computer-mediated communication (CMC), such as e - mail and texting.

### Writing Activity : Complete the sample letter

The sample letter contains eleven gaps. Complete it by putting a word or phrase from the box below in each space.

You can see the whole lesson from your teacher, please ask them to send it to you before the class.

テキスト全文はレッスン受講時に担当講師よりお受け取りください。