

## Methodological tool: <Write a formal letter in English>

Number of methodological Tool	<b>EUPANEXT_LO_89_M_001</b>
Work Area Code and Title	<b>WA13 Foreign Languages</b>
Unit Code and Title	<b>3.25 PRODUCE WRITTEN MATERIALS TO DEAL WITH ROUTINE WORK TASKS</b>
Learning Outcome Number and Title	<b>LO89: Demonstrate the necessary skills to use the foreign language in its written form (CEFR level B1) in routine work and social contexts</b>
Objective of the methodological tool	After the completion of this activity, participants will be able to compose a formal letter in English
Approximate Time needed for the completion of this exercise	10 min.
Individual or group exercise	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group
Type of methodological tool	<input checked="" type="checkbox"/> Written exercise <input type="checkbox"/> Group exercise <input type="checkbox"/> Video analysis <input type="checkbox"/> Simulation <input type="checkbox"/> Multiple choice <input type="checkbox"/> Group exercise with cards <input type="checkbox"/> Exercise using ICT <input type="checkbox"/> Role play <input type="checkbox"/> Group discussion <input type="checkbox"/> Case study <input type="checkbox"/> Creative Group Work
Description of the exercise	<p>Ask participants to write a formal letter. Give them the following scenario:</p> <p>“Your manager has asked you to write a formal letter to Printex, a printer consumables supplier, asking them to make you an offer on a particular amount of goods and services:</p> <ul style="list-style-type: none"> <li>- 3 toners</li> <li>- 5 laser colour printers</li> <li>- 6 boxes of A4 paper</li> </ul> <p>Write the letter to the manager of Printex, John Marley. The address is 18 Burrows str., P.O. box 41244, Brighton</p>

Exercise is accompanied by	
Exercise solution	There is not one single solution, as learners can write a letter using their own style. Discuss and provide feedback afterwards
Other comments to the trainer	Make sure they use appropriate vocabulary and structure

