

Read through these different letters. Can you identify the different types of letters? Are they formal or informal? Which do you like best and why?



D/194  
Block 4  
Sector 17  
Vashi  
29 October 2012

Dear Mr Gupta

I am aware that some of my neighbours have complained to you about the loud party I held at my rented apartment a few days ago. I am most embarrassed about this incident and sincerely regret the disturbance it may have caused to my neighbours. Please accept my apologies.

The reason for the excessive noise was that it was my birthday celebration and I had invited around 20 friends. My girlfriend had also hired a local music band to perform at the party. Trust me; we weren't expecting that things would get this loud. We did turn the music down after 11 o'clock, but I guess it was already late.

I have since personally apologized to the neighbours and they seem to have understood the situation. Rest assured that this incident will not be repeated.

Yours sincerely

Gautam

# PITT

25th., September 1967

Dear Sandra,

When I called in this, my manager's office, a few moments ago I was handed my very first American fan letter - and it was from you. I was so pleased that I had to sit down and type an immediate reply, even though Ken is shouting at me to get on with a script he badly needs. That can wiat (wi-at? That's a new English word which means wait).

I've been waiting for some reaction to the album from American listeners. There were reviews in Billboard and Cash Box, but they were by professional critics and they rarely reflect the opinions of the public. The critics were very flattering however. They even liked the single "Love You Till Tuesday". I've got a copy of the American album and they've printed the picture a little yellow. I'm really not that blond. I think the picture on the back is more 'me'. Hope you like those enclosed.

In answer to your questions, my real name is David Jones and I don't have to tell you why I changed it. "Nobody's going to make a monkey out of you" said my manager. My birthday is January 8th and I guess I'm 5'10". There is a Fan Club here in England, but if things go well in the States then we'll have one there I suppose. It's a little early to even think about it.

I hope one day to get to America. My manager tells me lots about it as he has been there many times with other acts he manages. I was watching an old film of TV the other night called "No Down Payment" a great film, but rather depressing as it is a true reflection of The American Way Of Life. However, shortly after that they showed a documentary about Robert Frost the American poet, filmed mainly at his home in Vermont, and that evened the score. I am sure that that is nearer the real America. I made my first movie last week. Just a fifteen minutes short, but it gave me some good experience for a full length deal I have starting in January.

Thankyou for being so kind as to write to me and do please write again and let me know some more about yourself.

Yours sincerely

*David Bowie*

K. C. Pitt, E. C. Wason

Y5

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Preparatory School  
Arden House  
172 Manchester Road  
Bury BL9 9BH

Her Majesty The Queen  
Buckingham Palace  
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SW1A 1AA

24<sup>th</sup> April 2012

Madam,

My name is Ava Harris-Williams, I am 9 years old and my birthday is on the 28<sup>th</sup> March. I was wondering if you would like to come to our Diamond Jubilee street party, it is on the 1<sup>st</sup> June, but I expect you are busy. It would be lovely if you come. Would you be kind enough to answer the following questions? :- How does it feel to wear a big, heavy, sparkly, gold crown on your head? How does it feel to live in the great, big, massive, beautiful Buckingham Palace? Also how many pets do you have? Best wishes and have an amazing, brilliant, lovely Diamond Jubilee. I hope you have a good time.

I have the honour to be, Madam, Your Majesty's humble and obedient servant;

Love from Ava Harris-Williams.

## Letter from Captain Scott to his wife- 1912

To my widow,

Dearest Darling – we are in a very tight corner and I have doubts of pulling through – In our short lunch hours I take advantage of a very small measure of warmth to write letters preparatory to a possible end – the first is naturally to you on whom my thought mostly dwell waking or sleeping – if anything happens to me I shall like you to know how much you have meant to me and that pleasant recollections are with me as I depart.

I should like you to take what comfort you can from these facts also – I shall not have suffered any pain but leave the world fresh from harness and full of good health and vigour – this is dictated already, when provisions come to an end we simply stop where we are within easy distance of another depot.

Therefore you must not imagine a great tragedy – we are very anxious of course and have been for weeks but in splendid physical condition and our appetites compensate for all discomfort. The cold is biting and sometimes angering but here again the hot food which drives it forth is so wonderfully enjoyable that we would scarcely be without it.

We have gone down hill a good deal since I wrote the above. Poor Titus Oates has gone – he was in a bad state – the rest of us keep going and imagine we have a chance to get through but the cold weather doesn't let up at all – we are now only 20 miles from a depot but we have very little food or fuel.

Well dear heart I want you to take the whole thing very sensibly as I am sure you will – the boy will be your comfort. I had looked forward to helping you to bring him up but it is a satisfaction to feel that he is safe with you. I think both he and you ought to be specially looked after by the country for which after all we have given our lives with something of spirit which makes for example – I am writing letters on this point in the end of this book after this. Will you send them to their various destinations?

I must write a little letter for the boy if time can be found to be read when he grows up – dearest that you know I cherish no sentimental rubbish about re marriage – when the right man comes to help you in life you ought to be your happy self again.

I hope I shall be a good memory certainly the end is nothing for you to be ashamed of and I like to think that the boy will have a good start in parentage of which he may be proud. Dear it is not easy to write because

of the cold — 70 degrees below zero and nothing but the shelter of our tent.

You know I have loved you, you know my thoughts must have constantly dwelt on you and oh dear me you must know that quite the worst aspect of this situation is the thought that I shall not see you again. The inevitable must be faced — you urged me to be leader of this party and I know you felt it would be dangerous — I've taken my place throughout, haven't I?

God bless you my own darling I shall try and write more later — I go on across the back pages. Since writing the above we have got to within 11 miles of our depot with one hot meal and two days' cold food and we should have got through but have been held for four days by a frightful storm — I think the best chance has gone. We have decided not to kill ourselves but to fight it to the last for that depot but in the fighting there is a painless end so don't worry.

I have written letters on odd pages of this book — will you manage to get them sent? You see I am anxious for you and the boy's future — make the boy interested in natural history if you can, it is better than games — they encourage it at some schools — I know you will keep him out in the open air — try and make him believe in a God, it is comforting.

Oh my dear my dear what dreams I have had of his future and yet oh my girl I know you will face it stoically — your portrait and the boy's will be found in my breast and the one in the little red Morocco case given by Lady Baxter. There is a piece of the Union flag I put up at the South Pole in my private kit bag together with Amundsen's black flag and other trifles — give a small piece of the Union flag to the King and a small piece to Queen Alexandra and keep the rest a poor trophy for you!

What lots and lots I could tell you of this journey. How much better it has been than lounging in comfort at home — what tales you would have for the boy but oh what a price to pay — to forfeit the sight of your dear dear face.

Dear you will be good to the old mother. I write her a little line in this book. Also keep in with Ettie and the others — oh but you'll put on a strong face for the world — only don't be too proud to accept help for the boy's sake — he ought to have a fine career and do something in the world.

I haven't time to write to Sir Clements — tell him I thought much of him and never regretted him putting me in command of the Discovery."

## Letter from Captain Scott to his wife- 1912

Read the letter from Robert Scott to his wife, Kathleen.

Can you answer these comprehension questions?

1) What sentence in paragraph 1 tells us that Scott feels his death is imminent?

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2) How does Scott try to reassure his wife that he is not suffering in the second paragraph? Why do you think he tells her this?

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3) Why does Scott think his wife and son should be 'looked after by the country'?

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4) What do you think Scott finds to be the most difficult thought in facing his own death?

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5) What prevented Scott and his companions from reaching the next depot?

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6) Do you think Scott meant to finish his letter when he did? Why/why not?

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## Adverbs and Modal Verbs

*Use an appropriate modal verb to complete these sentences.*

must

should

could

would

might

may

ought to

shall

can

will

- 1) Captain Scott \_\_\_\_\_ have come back alive if the weather had not been so terrible.
- 2) Scott thought his son \_\_\_\_\_ be taught about natural history.
- 3) "I \_\_\_\_\_ try to write more later," Scott said.
- 4) Captain Scott knew he \_\_\_\_\_ never see his family again.
- 5) Scott told his wife that she \_\_\_\_\_ marry again if she wanted.
- 6) "You \_\_\_\_\_ not worry that I suffered," Scott told his wife.
- 7) "We \_\_\_\_\_ not survive for much longer in this biting cold," stammered Scott.

*Choose 4 sentences. Add an adverb of possibility to each one.*

probably

possibly

surely

perhaps

certainly

You are going to write your own letter. You can decide if it will be formal or informal.

This [Bitesize page](#) reminds you of how you should lay out a formal letter.

You can choose who you write your letter to. Your letter will either be to someone you are missing and want to see when lockdown is over OR someone you would like to say thank you to for their work during lockdown (e.g. carer, supermarket worker, nurse, bus driver).

You can present your letter any way you choose.