

Formal Letter Layout

1. Sender's address – Address & Post code
2. Date (DD/MM/YYYY)
3. Recipient (Title / name / designation)
4. Recipient's address
5. Reference
6. Subject
7. Opening salutation
8. Introduction (purpose)
9. Explanation (details)
10. Conclusion
11. Concluding remarks
12. Closing salutation
13. Signature
14. Full name

Informal letter layout

1. Opening salutation
2. Introduction
3. Explanation
4. Conclusion
5. Closing salutation
6. First name

Article

1. **Title**
2. **Introduction** (Start by a general statement about the topic. Introduce what you are writing about and what you will cover in your article.)
3. **Explanation** (Give details and discuss all the points you mentioned in the introduction. You can have separate paragraphs for each point. Information should be presented in a logical sequence.)
4. **Conclusion** (This part must have your opinion about the subject you are talking about.)
5. Report
6. **Title**
7. **Introduction** (Introduce what you are writing about and what you will cover in your report. Information must be factual.)
8. **Explanation** (Give details and discuss all the points you mentioned in the introduction. You can have separate paragraphs for each point. Information should be presented in a logical sequence.)
9. **Conclusion** (Summarise key points but DO NOT give your opinion. A report must be based on facts.)

Story

1. Begin with a time phrase
2. Set location
3. Set the character and context
4. Start writing about the event leading to the next every or incident
5. Provide a closing

Instructions

1. Topic
2. Write the main phrase about which you are providing instructions
3. Give bullet points to write the instructions using imperative structure