

Writing – Formal Writing

Joseph Writes...

- A. Read the story of **Joseph** in prison in **Genesis 41:1-45**.
B. Discuss the features of **formal writing** (below) with a partner or small group, then underline different parts of the letter and write a number to match each feature:

General:

- Format: email / letter / memo
 - Written as text
 - Typed and printed
 - Reason for writing: business / information
 - Topic: boring / standard / irrelevant
 - More use of fact than opinion
1. Date / both addresses / phone no. / email
 2. Addressee: known or unknown, e.g. a client
 3. More examples of waffle over clarity

Vocabulary:

- Demonstrates level of education
 - Standard English
 - More use of passive voice and jargon
 - Little use of idioms
 - Fewer phrasal verbs
 - No slang or asides
 - No private language / in-jokes
 - No use of humour
 - Errors must be corrected
4. Greeting (salutation): To: / Dear Sir/Madam / Mr. Mrs. Ms. Dr, then [surname]
 5. Ending (valediction): Yours faithfully / Yours sincerely / Kind regards, then [full name]
 6. Less use of 1st and 2nd person
 7. Complex / more obscure vocabulary
 8. More words of Latin and French origin
 9. No contractions – use full forms
 10. More indirect / polite language
 11. May include archaic language
 12. Abbreviations
 13. More use of modal verbs
 14. More use of perfect forms

Layout:

- A short, medium, or long text
 - Logical layout with paragraphs
 - Long or short paragraphs
 - No emojis or historical present
15. Complex sentences (multiple clauses)
 16. Standard punctuation
 17. Underline or bold key points

24th July 1649 BC

The Guard House

4904 Nile Road

Egypt EP4 8QP

The Palace

1 Palace Boulevard

Egypt EP1 1QL

To: Pharaoh

Further to your recent communication regarding your unusual dreams, I am delighted to be able to inform you of the results of my interpretation.

To wit: the seven good cows (and ears of corn) represent **seven years of plenty** in the land, whereas the seven lean cows (and empty ears of corn) appertain to **seven years of famine**, which rather suggests that the most prudent course of action would be that an astute and capable manager were appointed to deal with the aforementioned upcoming situation, thus ending Pharaoh's, no doubt, quite inconsiderable, anxiety re. supply and demand.

Furthermore, please see the document (att.): 'Sourcing an astute manager: recommendations', which it has been my great honour to prepare for Pharaoh.

Please do not hesitate to contact me should Pharaoh require any further assistance regarding dreams, or indeed any other matter, be it related or unrelated, in the near, or, hopefully, not too distant, future.

I remain, Sir, your most humble servant.

Yours sincerely,

Joseph Jacobson

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Answers will vary. Suggested answers:

	<u>24th July 1649 BC</u>	
		<u>The Guard House</u>
		<u>4904 Nile Road</u>
		<u>Egypt EP4 8QP</u>
	<u>The Palace</u>	
	<u>1 Palace Boulevard</u>	
	<u>Egypt EP1 1QL</u>	
	2.	
4.	<u>To: Pharaoh</u>	
10.	Further to your recent ^{9.} <u>communication regarding your unusual dreams, I am delighted to be able to inform you of the results of my interpretation.</u>	
15.	<u>To wit:</u> ^{11.} <u>seven good cows (and ears of corn) represent seven years of plenty in the land, whereas the seven lean cows (and empty ears of corn) <u>appertain to seven years of famine</u>, which rather suggests that the most prudent course of action <u>would be</u> that an astute and capable manager were appointed to deal with the aforementioned upcoming situation, thus ending <u>Pharaoh's</u>, no doubt, quite inconsiderable, anxiety re. supply and demand.</u>	17.
		8.
		13.
		6.
	Furthermore, please see the document (<u>att.</u>): <u>Sourcing an astute manager: recommendations</u> , which <u>it has been</u> my great honour to prepare for Pharaoh.	12.
		7.
		14.
3.	<u>Please do not hesitate to contact me should Pharaoh require any further assistance regarding dreams, or indeed any other matter, be it related or unrelated, in the near, or, hopefully, not too distant, future.</u>	16.
	I remain, Sir, your most humble servant.	
	<u>Yours sincerely,</u>	
	<u>Joseph Jacobson</u>	5.