Importance of formal letter and effective ways of improving formal letter writing among students

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Abstract. This article explains how important a formal letter is and explores ways to improve effective formal letter writing among students. Several effective ways, such as using the proper tone, correct language and also using web-blogs, to improve formal letter writing are discussed in this article. It also analyses other researchers' points of view on strategies to improve article writing skills.

Key words: Letter writing, formal letter, tone, language importance of formal letters, using web-blogs in letter.

In many contexts in today's world, it is necessary to engage in formal writing in various situations, for example, when making a complaint, entering a job or asking information. Having this information, it is important to know, although its importance sometimes formal writing is not only considered a useful tool for teaching for academic purposes but also for life. Just as it is mention by Coffin et al. (2003, p.3),[1] "Academic writing continues to be at the centre of teaching and learning in higher education, but is often an invisible dimension of the curriculum; that is, the rules or conventions governing what counts as academic writing are often assumed to be part of the 'common sense' knowledge students have, and are thus not explicitly taught within disciplinary courses".Different writing practices can be considered within formal writing.

One might think that formal letters are obsolete with all the technological means. Currently, there is, but the reality shows the opposite.Kolin[2] affirms that "even in this age of the Internet, letters are still vital in the world of work".He gives many different reasons to show the importance of formal letters, within them that "letters represent your company's public image and your competence", that "letters constitute an official legal record of agreement" and that "a letter is the official and expected medium through which important documents and attachments (contracts, specifications, and proposals) are sent to readers".According to

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[1] Coffin, C., Curry, M., Goodman, S., Hewings, A., Lillis, T. & Swann, J. (2003). Teaching academic writing. London: Routledge.
[2] Kolin, P. (2009). Successful writing at work. (ninth ed.). USA: Wadsworth.

Nevala and Palander-Collin[3], a letter is understood today as "a written message from one person to another. This message has a certain function, which the reader interprets from the writer's formulation of the topic(s) in order to respond to it. The meaning of the message can, however, be negotiated, and it may vary according to the person receiving it. The process of letter writing consists of many stages, and these often influence the choice of language used in it."

Since the formal letter is important in every field, it is necessary to develop its correct writing among every student, and for this it is necessary to come up with special ways. As mentioned above, correct language and the proper tone are one of the most effective ways of this.There are also other ways to increase writing formal letter like using web-blogs in the classroom.

The main purpose of this article is to show how important the formal letter is not only in the field of education and work, but also in life, and to reduce the mistakes made by students in writing a formal letter, and to increase the knowledge of students through various methods.Moreover, because of improving writing of formal letter shows its good effects in education field.

Some efficient ways for improving formal letter writing:

Using the right tone is the main method for writing formal letter. Students should make sure use the right tone when writing a formal letter. A formal letter should be polite and sincere (yes, even when writing a complaint letter). They can do this by using polite words such as "may", "would", "may", "please"... They should also avoid abbreviations (eg "may", "I", "it" and so on). , slangs and jargons.In the business world, it is common to use abbreviations to shorten terms. However, when writing formally, make sure that the full name of the term is mentioned at least the first time you use it. For example, when writing about United Nations, which can be abbreviated to UN, you should write "United Nations (UN)" the first time you mention it. Later notes may be written as "UN". Remember that although formal writing should be short, it should still be understandable by the reader.Furthermore,you should also pay attention punctuation mark when using abbreviations according to Komil Jalilov "abbreviations for Mister, Misses, etc. are usually written without full stops (Mr) in British English and with full stops (Mr.) in American English.

In British English, we don't use any punctuation mark or use a comma.

Example: Dear Mr Miller or Dear Mr Miller,

In American English, we use a colon:

Dear Mr. Miller:

Also, correct writing is the main way of increasing better writing skills.Because for being good writer your letter should be clear and without mistakes.

Moreover, you should be precise and concise. In the first paragraph, clearly state your purpose for writing to the reader. Avoid using funny language. Do not confuse or add any unnecessary information. A formal letter needs to convey the intent quickly, so keep your excellent vocabulary for creative writing.

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[3] Nevala, M., & Palander-Collin, M. (2005). Letters and Letter Writing: Introduction. European Journal of English Studies. 9(1). 2-7. doi: 10.1080/13825570500067903

Proofreading is also the most efficient way.Because mistakes make a bad impression. Check your grammar and spelling carefully. Read it over a few times and preferably have someone proofread it. If you are writing your letter by hand, make sure your handwriting is neat and clear.

There are also the technological tool that will help students to improve their formal letter writing skill is the blog. According to Budd, 2004 was the big time for blogs after being around for many years. Before this date, the word "blog" was used only by experts and did not appear in the dictionary. Richardson[4] mentions that "the earliest blogs were literally "Web logs" or lists of sites a particular author visited on any given day. But soon, the Internet Greeks who maintained these sites developed software to automate the process and allow other people to collaborate". According to Lamshed[5] "a blog (or weblog) is a web-based space for writing. Blogs can be thought of as an online journal where all the writing and editing of information is managed through a web browser, a blog is a personal web site anaged by an individual who compiles lists of links to personally interesting material. The user can instantly place their words and thoughts onto their own web log site through one of the many pieces of blogging software available. Like a journal, a blog can be a continually updated resource that grows over time with the accumulation of writing and other content".

Connecting blogs with the classroom atmosphere, allow professionals to explore many different teaching possibilities. For example, Richardson points up that "the early adopters of Weblogs in the classroom have already created a wide variety of ways to use them, and they have shown that blogs can enhance and deepen learning. Even at this still-early stage of development, blogs are being used as class portals, online filing cabinets for student work, e-portfolio, collaborative space, knowledge management, and even school websites". In the same line, Descy (n.d.) mentions that "the purpose or content of a blog varies according to the purposes and interests of the blogger. Blogs may take the form of a diary or journal, mini-essay, photo-essay, project updates, even fiction or non-fiction works". Huffaker states that "blogs can be used to promote reading and writing, to showcase the work of students, or to exchange ideas among students, teachers, or school administrators".Using blogs to improve writing skills further increases the context of students' language learning is attractive and helps to improve and develop different skills at the same time autonomous learning behavior.

Conclusion:

Our country is currently working to be among the developed countries, and of course, to reach this level, the level of education of young people must be high. Nowadays, all organizations require their employees to write letters in different styles. We can meet in the field. Therefore, in our country, formal letter types and ways of writing them correctly are included in school and university textbooks. In particular, I also learned the types of formal letters and how to write them correctly from university textbooks, and I believe that this will certainly expand my job opportunities in the future. In one word, knowing how to write formal letters is really important in every field of our life.

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[4] Richardson, W. (2009). Blogs, wikis, podcasts, and other powerful web tools for classrooms.(2nd ed.) Thousand Oaks: SAGE.
[5] Lamshed, R., Berry, M., Amstrong, L. (2002). Blogs: Personal e-learning spaces. Retrieved October 3rd, 2009, from www.binaryblue.com.au/docs/blogs.pdf

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6. Komil Djalilov, (p.197).Exam skills for teachers and learners of English.

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