



Bac2 Most Common Exam Writing Types – PART2

Letter & Email Writing

I- Letter Writing :

1- Formal Letter :

a. Planning of a formal letter

1- Sender's address
2- Date
3- Receptient's address
4- Formal salutation
5- Body of the letter
6- signature

Ilyass Mossaoui
33, Hassan II street,
Casablanca .

September 12th , 2016

Assabah Newspaper
84, Paris street,
Fes

Dear Editor,

I was so interested in your article about school dropping out in yesterday's issue of your newspaper and I would like to share my article about main causes and negative effects of this issue.

Nobody deny that many causes are behind dropping out of school. Many students leave school because their parents don't have enough money to teach them. Also, students drop out due to the absence of school transport. In addition, because of some parents' problems, children decide to stop schooling. Finally, other parents prefer to keep their children at home so as to help them with their work.

On the other hand, dropping out of school has several negative effects. To start with, a dropout might fall in the problem of drugs addiction which affects his health. Moreover, It will be so difficult for a dropout to get a good job. More than this, children of street increases, which will raise the rate of crimes.

To conclude, it seems to me that everybody should think about potential solutions to this problem. Otherwise, many children will suffer in their lives, simply because they leave school.

Yours sincerely
Ilyass Mossaoui

1- Sender's address

2- Date

3- Receptient's address

4- Formal salutation

5- Body of the letter

6- signature



2- Informal letter:

is a letter written to a friend or a relative. A letter should include a heading, an opening, the body, conclusion, and closing

➤ Example :

Hay Sandi, N 33
Rabat, Morocco
April 8, 2012

Dear John ,

I hope you're doing great. Thank you very much for your letter. I was interesting to learn about some aspects of American culture. Well, I thought I'd write to tell you a little bit about Morocco and its culture.

Morocco is a north African country. It's home to a variety of ethnicities that live now together in peace. These include the Arabs , the Amazigh, people of Andalusian origin, and people of sub-suharian descent. Islam is the predominant religion here. Also, the country is home to a considerably large Jewish community, and a minority of Christians, as well. Generally, Moroccans are friendly, easy-going, nice people, who are yet mostly known for their good sense of humor and hospitality.

The influences of tradition and history reflect on the clothes that Moroccans wear. The "jellaba" is a full-sleeved robe that is commonly worn by Moroccan women. The "gandora", which is another popular robe worn by men, is a short-sleeved male version of the women's jellaba. Moroccan people are a heterogeneous group *par excellence*. They owe such diversity to the many cultures that have influenced them.

Moroccan cuisine is a mix of Arab-Amazigh and Mediterranean influences. The two main dishes the country is best-known for are tajine and couscous. Other popular dishes include "pastila", " ttanjia", and meat balls. Drinking mint tea is an important ritual that is performed with family and friends.

I hope this gives you an idea about Moroccan culture. Please write to me soon, and give my best wishes to your family.

Best wishes ,
Karim

3- Email Writing :

Email is a typed message (or mail) distributed by an electronic means (computer, smartphone ...) to a person via network. An e-mail should include : a salutation /greeting , an opening , the body, conclusion , and closing

➤ Example :

Dear Helen,

Thanks Helen a lot for your last E-mail. I hope you are doing well. I'm writing to tell you a little about the culture Morocco.

Morocco's cultural heritage is very rich. Each area of the country has its special traditions. Morocco has different traditional dresses like Caftan. It's now worn worldwide. Concerning the food, Moroccan cuisine is famous for its typical like Tagine and Couscous, and drinks like mint tea . Finally, Morocco has wonderful monuments which attract millions of tourists every year.

I hope this gives you an idea about Morocco's culture. Please write me back soon.

Best wishes.
Amine.