**Analyze the use of language in the given letter.**

23rd January 2012

Dear Students,

I am writing to inform you why today’s lesson is so important. By the end of today’s lesson, you should understand exactly how to structure a formal letter, and you will all have had a chance to write your own. I am looking forward to reading your letters and seeing how much you have managed to learn.

There are many reasons why learning to write a formal letter is a vital skill. Firstly, what you learn today will help you to pass your functional skills exam. The exam will be a valuable qualification to put on your CV.

Secondly, when you are applying for jobs/college/university you will need to be able to write a formal letter. If you don’t know how to do it, people are unlikely to take you seriously. Today’s lesson isn’t just about the exam; it’s about having a skill that you can use for life! The skills you learn today may help you get your dream job...

Finally, when you put as much effort as you can into a lesson, it makes me happy! I’m going to be making a note of who is working well today and will be making a positive phone call home for the student whose letter I am most impressed by.

Give 100% in today’s lesson and you’ll find you can achieve a great deal; I can’t wait to see what you can produce before the end of the day!

Yours sincerely,

Miss