

Understanding this practice

When you are asked to write a letter, you should use a formal style. This means you should use a formal tone and a formal structure. You should also use a formal salutation and a formal closing.



Dear Mr. Smith,

I am writing to you regarding the meeting on the 15th of next month. I am sorry that I cannot attend, but I will be out of the country at that time. I will have my assistant attend on my behalf.

I am sure that you will understand my situation. I will be in touch again once I have returned from my trip.

Thank you for your understanding.

Yours faithfully,

John Doe



Hi Mr. Smith,

I'm sorry I can't make it to the meeting next month, but I'll be out of the country then. My assistant will go for me.

I hope you can understand. I'll get back to you when I'm back.

Thanks for understanding.

John Doe



Foster a learning-focused environment

Use routines that prepare students for learning

Establish and explicitly teach rules and routines students will follow and participate in

Teach routines that support active and effective participation in learning

du, ee ud re e

u er u r e

rud ee

u ud re e

d r e

r ud u

Developing your practice



