

MINISTRY OF EDUCATION

Secondary Engagement Programme

September 2020

WEEK SEVEN: Lesson Three

Subject: English A

Grade: Eight

Topic: COMPOSITION (letter writing)

Sub- topic: The letter of excuse

Objectives: After participating in classroom discussions, Grade 8 students will correctly:

- (1) Review the parts of a formal letter (the letter of excuse)
- (2) Write letters of excuse to given recipients using the correct format and structure.

Concept: The letter of excuse is a type of formal letter and should be composed using formal tone and language.

Content

What is a letter of excuse?

A letter of excuse is a written explanation to an employer, school, college or other entity, as to why you were unable to attend for a period of time. The absence may have been due to sickness, a religious event, or medical matter.

Parts of a letter of excuse

Each section of your letter should adhere to the appropriate format, starting with your contact information and date to that of your recipient's; salutation; the body of the letter; closing; and finally, your signature.

The Address of the sender

- Name and lot number of street
- Name of town or county

The Date

- The date you're penning the correspondence

Recipient's Contact Information

- Their Name
- Their Title
- Their address

The Salutation

- Use the formal salutation "Dear Mr./Ms./Dr. [Last Name]," if you do not know the recipient.
- Use "Dear [First Name]," only if you have an informal relationship with the recipient.

The Body

- Use single-spaced lines with an added space between each paragraph, after the salutation, and above the closing.

Closing Salutation

Keep your closing paragraph to two sentences. Simply reiterate your reason for writing the letter and close using either or the following ways:

- Respectfully yours
- Yours sincerely
- Respectfully

Your Signature

Write your signature just beneath your closing using the format below:

Your handwritten signature

NOTE: YOU MUST INCLUDE THE FOLLOWING INFORMATION IN YOUR LETTER OF EXCUSE

- (1) Apologize for your absence, especially if you didn't warn the recipient in advance.
- (2) Give a truthful explanation as to why you were absent.
- (3) Offer to catch up on any work missed or compensate for what you were unable to do.
- (4) Thank the recipient for their understanding.

EXAMPLE:

Read the following letter carefully and observe the format and structure of same.

This is a letter that is primarily written for the purposes of requesting to be excused having missed school in the said day(s).

345 Crane Housing Scheme,

West Coast Demerara.

12th Jun, 2020.

The Principal,

West Demerara Secondary,

North KlienPouderoyen,

West Bank Demerara.

Dear Miss Bradshaw,

I am writing this letter to explain the reason why I was absent from school on 17th May to 20th May, 2020.

I woke up with flu which was accompanied by high fever and other allergic reactions. I was not in a position to concentrate on anything and had to rush to the hospital to seek medical attention. The Medical specialist recommended that I take a rest for the following 2 or 3 days prior to resuming busy activities. This was to aid my recovery as well as avoid infecting other students with the flu. Kindly find the medical report attached to this letter.

I promise to study hard to make up for the time lost.

Thank you.

Yours faithfully,

Priya Persaud

Student of Grade 8A

EXERCISE 1

You were unable to take part in your school's annual career day activities due to a family emergency. write a letter of excuse to your class teacher informing him/her of your absence.

Subject: English A

Grade: Eight

Topic: COMPOSITION (letter writing)

Sub- topic: The letter of excuse

ANSWER SHEET

609 New Gardens Housing Complex,
East Bank Essequibo,

3rd June, 2020

Miss Bonnetta Jones

Mayfield High School,

Third Street Parika,

East bank Essequibo.

Dear Miss Jones,

I am writing this letter to explain the reason why I was absent from our school's annual career day activities which was held on 28th May, 2020.

I was about to leave home when my father received a call, my grandmother fell down while showering. We immediately rushed over and took her to the doctor. She suffered a fractured arm but is recovering speedily.

I do regret missing the career day, since I was looking forward to it for months. If you permit me I can do the speech, I prepared on journalism in our next social studies class.

Thank you for understanding.

Yours faithfully,

John Merryman.

Student of Grade 7 Sunflower.