

English Language: Transactional Writing

Example Formal Letter

Label the technology letter with the features of a letter. :

4 Shackleton Avenue,
Goodwick Park,
Widnes,
WA8 9NG

4th March 2016

Widnes Weekly News,
5 Bold Street,
Widnes,
WA8 6YR

Dear Editor,

Having recently read your article that suggests that teenagers' minds are damaged by technology, I thought I would express my opinions on the matter. Although I respect the point of view of your article and can see that many young people rely too heavily on technology, I must disagree with your opinion. As a teacher, I am in day-to-day contact with teenagers, and I think that technology is a tool that empowers young people and enriches their lives.

I know that technology can be addictive, and people seem more attached to screens than ever, from the television and iPads to mobile phones. However, technology has the power to offer every individual an education. For the first time ever, the internet allows huge amounts of information to be available for free. The internet currently has 4.6 billion users. To me, that's amazing. I've had to confiscate my fair share of phones as a teacher, but I wouldn't create a broad blanket ban if I could as the opportunities for research are simply too good to miss.

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L Cohen



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