**Unit 1 Activity 1.3**

**Table 1.3: Analysis of an Admission Letter**

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| **Component** | **Description** | **Admissions Letter** |
| Purpose | What are the purposes of this text? | *Inform* the reader that their application was successful  *Persuade* the reader to accept the offer |
| Writer’s Role | Who wrote the letter? What is their relationship to the reader? |  |
| Audience(s) | Who are the audiences for this letter? What do they want to know? How might they react to this text? |  |
| Context | What is the context for this text? What happened before it was written? What might happen next? |  |
| Structure | How is the text organized? What types of information are included? | Greeting  Paragraph 1: Announce the decision  Paragraph 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Paragraph 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Paragraph 4: Repeat congratulations and make final appeal to accept the offer  Closing |
| Language | What types of language are used? Does the text sound formal or informal? Why? What kind of persuasive language does the writer use? Does the writer ask questions, give commands, or make exclamations? |  |
| Sources, Evidence, Data | What types of evidence does the writer give to show the quality and attractions of West Coast University? |  |
| Conventions | What are the conventions of a formal letter? |  |