

மும்மொழிகற்கநிலையம் - கல்வி அமைச்சு, வடமாகாணம்

தேவதாஸ் ஓதேஜுதி மொடப்சராயசு சீ அமொபத அமொகராயசு , ஸ்கூர், பலாக

Trilingual Learning Centre - Ministry of Education, Northern Province

Basic English & Diploma English

COVID -19

Course Acceleration Programme

Name: .....

விலாக அங்கச

சுட்டெண்

Index Number

### Assignment on Writing 1

To be done before:- 19.05.2020

#### FORMAL LETTER FORMAT

Format of a Formal Letter includes:

The following points need to be taken into consideration while writing a **Formal letter**-

- A **Formal Letter** strictly follows the **prescribed Format** for writing a **Formal Letter**.
- Use of colloquial words, abbreviations and slang language should be restricted while writing a **formal letter**.
- A **Formal Letter** must be precise and to the point.
- The Subject line is very important in a **Formal Letter**.

The **Format of a Formal Letter** is as follows –

- Sender's address:** The address and contact details of the sender are written here. Include an email and phone number, if required or if mentioned in the question.
- Date:** The date is written below the sender's address after Leaving one space or line.
- Receiver's address:** The address of the recipient of the mail (the officer/principal / Editor) is written here.
- Salutation (Sir / Respected Sir / Madam)
- The subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
- Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -  
**Paragraph 1:** Introduce yourself and the purpose of **writing the letter** in brief.  
**Paragraph 2:** Give detail of the matter.  
**Paragraph 3:** Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).

#### 7. Complimentary Closing

#### 8. Sender's name, signature and designation (if any)

Sender's address
Date
Receiver's Address
Salutation

Subject
Body of the letter
Complimentary closing
Sender's Name, signature and designation

**Types of Formal letter**

1. Letter to the editor
2. Letter to the Government
3. Letter to the police
4. Formal Letter Format to the principal
5. Order letter
6. Complaint letter
7. Inquiry letter
8. Business letter
9. Application letter for job
10. Letter to the Bank manager
11. Invitation letter
12. Resignation letter
13. Leave Application
14. Leave Application for marriage
15. Leave Application for maternity

**Informal Letter - How to write Informal Letter**

A **Letter written for an informal** purpose is called an **Informal letter**. It is written for a casual purpose.

Let us discuss the types of an **informal letter** -



**Types of Informal letter**

1. Letter to parents
2. Letter to siblings
3. Informal Letter to friend

4. Letter to classmates
5. Letter to neighbors

### Sample Letters

1. Write a letter to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

14 / 8, Dharma Colony Ramgarh.
Date: 23 August 2018
The Mayor Ramgarh
Sir / Madam
Complaint regarding the problem of waterlogging in Dharma Colony
I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to waterlogging. Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water-borne diseases have spread. All the houses are submerged, and we are facing a tough time. Please consider the issue as seriously and find a solution at the earliest.
Yours Sincerely
Raj

### Activity 1

Write a letter to the editor on the topic "Spreading garbage in and around locality"

#### Informal Letter Format

The following points need to be followed while writing an Informal letter-

- a) An **Informal Letter** does not strictly follow the prescribed Format.
- b) The language of an **Informal Letter** must be friendly and casual.
- c) An **Informal Letter** can have extra information.
- d) The Subject line is not required in an **Informal Letter**.

The **Format of an Informal Letter** is as follows –

1. **Address:** The address of the sender is followed by that of the receiver.
2. **Date:** The date is written below the address after leaving one line.
3. **Salutation / Greeting** (Dear / Hi / Hello)
4. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -
  - a) **Paragraph 1:** beginning
  - b) **Paragraph 2:** Main content.
  - c) **Paragraph 3:** ending
5. Sender's name and signature.

Address
Date

Salutation
Body of the letter
Sender's Name and signature

**2. You are Gaurav. Write a letter to your friend Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.**

45,JanMarg Delhi. 33, Khan Gali Delhi.
Date: 21 August 2018
Dear Sanjay
Hi! You are invited to my birthday party on 25th August. The party will be at Archie's Place, Nehru Park from 4:00 to 7:00 PM. As the party is based on 'Spiderman' theme, please wear a dress in red/black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game and a never – seen – before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister. Please come as it will be good to have your company. Also, bring your brother Saurav. Waiting for your confirmation.
Gaurav

***Useful phrases and vocabulary for Informal Letters***

**Opening Remarks:**

- How are you? I hope you are in the pink of health.
- Thank you for your interesting letter.
- I received your letter yesterday/ a few days ago.
- What a surprise! It's really good to hear from you.
- How is everyone in the family? Well, I hope.
- I am really glad to hear from you.
- How are you? I am sorry I couldn't write earlier.
- This letter will probably come as a surprise to you.
- What a pleasant surprise it was heard from you after such a long time.

**\* Extending Invitations:**

- Would you like to join me on a trip to Kandy?
- How about coming over to my place next weekend?
- I would like to invite you to my brother's wedding that will take place on the 16<sup>th</sup> of August.
- My friends and I are planning to go camping during the holidays. Why don't you come along?
- If you have not made any plans for the holidays, perhaps you would like to join us on a trip to Cameron Highlands.

**Responding to Invitations/ Accepting Invitations:**

- I'd be glad to join you and your friends on the trip.
- I'd love to come over to your house.
- Thank you for your invitation. I'd be glad to come to your birthday party.
- Of course, I would love to attend your brother's wedding. Thank you for inviting me.

**Declining Invitations:**

- Thanks for your invitation. However, I am sorry I will have to turn it down as I have already promised my father that I'd join him on a fishing trip.
- Although I'd love to join you, I am sorry to say that I will not be able to make it.
- I am sorry to inform you that I will not be able to attend your sister's wedding.

**To express Appreciation/ Gratitude:**

- Thank you for your advice.
- It was really thoughtful of you to help us in our time of need.
- How kind of you to think about us!
- I truly appreciate your kindness.

**To express thanking (thank you letter):**

- Thank you so much for...
- I want to thank you for...
- I want to express my gratitude...
- I am grateful for...
- I deeply appreciate...
- I feel touched that you...
- Your gesture was extremely...
- Your gift was incredibly...
- Your thoughtfulness was truly...

**To express Places of Interest:**

- You may like to drop by...
- You may like to stop at...
- You may like to visit...
- You may be amazed by...
- You may be fascinated by...
- You may be interested in...
- It may interest you to know that...
- It may surprise you to discover that...

**Keeping in Touch:**

- How long has it been since...

- It has been ages since...
- I cannot believe we have not heard from each other since...
- I am sure you would be surprised to know that...
- You may be interested to know that...
- Can you recall the time when...
- Do you remember when...

**Closing remarks:**

- That will be all for now. I shall write again when I have the time.
- Please convey my warmest regards to your family.
- Best wishes to you and your family.
- Please give my love to Grandma.
- Good luck in your coming examination.
- Do write soon.
- I hope to hear from you soon.

***Activity 2***

**Now write 5 letters**

- To Extend Invitations:
- To Accept Invitations
- To Decline Invitations
- To express Appreciation
- To express thanking