

Sadiq Public School

Do the right, fear no man

# Subject: English Class: I1 Day: Saturday, 16.11.24

Book: Bright English Grammar and Composition

**Topic: Letter Writing**

1. **Inquiry**

* Is there any difference between the format of formal and informal letter?
* May I use text language or slangs in informal letter?
* How is formal expression different from informal expression?

B **Information**

**Knowing how to write a good letter is a skill people need for personal ,professional and academic purposes.Letters come in many forms and understanding how to format and write effective letters when corresponding with professionals as well as acquaintances is essential**.

* Formal letters require a structured format that includes contact details ,a salutation,a clear body ,and a closing call to action.
* Informal letters are more flexible ,personal ,and casual in tone and format.
* Keep the following points in mind while writing an informal letter.
* Include the date in the upper right corner.
* Begin with an informal salutation,such as Hello Maria,’followed by a comma.
* Write a brief introduction explaining why you are writing.
* Provide details and personal information.
* End with a closing paragraph that summerises the letter’s main objective and call to action.
* Include an informal closing such as Thanks,Maria.
* The tone of your letter should match how you normally speak to that individual.

**C Synthesising/absorbing the information**

* Read the following letters .(page number may vary that is why topics are given)
* Letter to your mother telling her why you dislike hostel life.
* Letter of advice from father to son who studies in college away from his home.
* Letter to your younger brother/sister suggesting to him/her some interesting books to read.

D **Practising**

* Plan and gather ideas about asking permission from your father for an educational trip with your friends.
* Write a letter on the given topic.
* Open your Bright Grammar to check new ideas or interesting vocabulary. Add good sentences to make your letter more scoring.

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