

SUBJECT: ENGLISH LANGUAGE

CLASS: III

DATE: 21.10.24

CHAPTER: FORMAL LETTER WRITING

TEACHER: PAMEL PREET

Good morning students

Students this lesson is for Class III for the subject of English Language in which 'Formal Letter Writing' is covered and is being submitted to you on

21.10.24

We communicate with our near and dear ones by writing letters. Letters are mainly divided into two types. First, Informal letter writing which we have already done in the first term. Secondly, Formal Letter writing which we are going to cover.

Letters which we write to the Principal, class teacher or librarian are formal letters. An application is also a formal letter.

SUBJECT : ENGLISH LANGUAGE

CLASS : III

DATE : 21.10.24

CHAPTER : FORMAL LETTER WRITING

TEACHER : PAMEL PREET

We should remember the following points while writing letters.

1. Date : In writing the date, the day comes first, followed by the month and the year.
2. Subject : Unlike informal letters, a formal letter has a subject which is introduced before salutation.
3. Body of the letter : It must be written in a short paragraph and in a simple language.
4. Leave taking : Thanking you or thank you is written in the next line where the paragraph or body of the letter ends.

Always Remember Children !

We do not use short forms in formal letters. For example : say cannot, not can't. Secondly, we do not use apostrophe anywhere. For example :

SUBJECT: ENGLISH LANGUAGE

CLASS: III

DATE 21.10.24

CHAPTER: FORMAL LETTER WRITING

TEACHER: PAMEL PREET

Your's (x)

Yours' (x)

Yours (✓)

For example:

Write an application to the class teacher requesting her to grant you leave for one day.

The Class Teacher,
Tender Heart School,
Sector 33 B,
Chandigarh.

1. Receiver's address means
the person you are
addressing or writing
your letter.

24th October 2022 → 2. Date

Subject: Application for leave] → 3. Subject of the letter

Dear Madam, → 4. Salutation

SUBJECT: ENGLISH LANGUAGE

CLASS: III

DATE: 21.10.24

CHAPTER: FORMAL LETTER WRITING

TEACHER: PAMEL PREET

I, Sunita (your name), a student of Class III of your school. I have a high fever. So I cannot come to school today. Kindly grant me leave for one day.

Thanking You, —————→ 6. Leave taking

Yours obediently, —————→ 7. Closing

Sunita —————→ 8. Your name

Roll No. —————→ 9. Roll No, Class,
Class Section
Section

I hope children you have understood the topic 'Formal Letter Writing'. Now its time to practice. Write an application to the class teacher requesting her to grant you leave for three days to attend your cousin's marriage as a homework.

—last page—