

TENDER HEART HIGH SCHOOL, SEC 33B, CHD Pano. (1)
BOOK: MY GRAMMAR TIME CLASS IV
SUBJECT: ENGLISH LANGUAGE DATE 6.4.24
CHAPTER: INFORMAL LETTER TEACHER: PAMEL
WRITING

Good morning students

Students this lesson is for class IV for the subject of English Language in which 'Informal Letter Writing' is covered starting on page number 121 of your textbook titled 'My Grammar Time' and is being submitted to you on 6.4.24

Children, have you seen a postman?
What does he carry in his bag?

Think about it, children!

Yes, you have given the correct answer.

LETTERS!

There was a time when writing letters was the simplest way of getting in touch with people living far from us. Technology has now given us easier modes of communication like cell phones and e-mails. Still there may be situations when we are required to write a letter.

BOOK : MY GRAMMAR TIME CLASS : IV

SUBJECT : ENGLISH LANGUAGE DATE : 6.4.24

CHAPTER : INFORMAL LETTER WRITING
TEACHER : PAMEL*Always Remember!*

There are two types of letter writing

- 1 Informal letter writing.
- 2 Formal letter writing.

The letters that we write to our family and friends are called *informal letters*.

We write informal letters to convey good news, inquire about well-being or convey some information. *Informal letters* are casual and friendly in their tone.

▲ These letters start with the sender's address, date and a greeting.

▲ The body of an informal letter has the information the sender wants to share

▲ We can close the letter in a number of ways. Examples: *yours truly, sincerely, best wishes, love, warmly*. The first letter of the closing is

Pg no. (3)
IV

BOOK : MY GRAMMAR TIME CLASS:

SUBJECT: ENGLISH LANGUAGE DATE. 6.4.24

CHAPTER: INFORMAL LETTER TEACHER: PAMEL
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always capitalised.

FORMAT OF A LETTER

House No. ,
Sector ,
Chandigarh.

Sender's address

12th May, 2021

date of writing the letter

Dear Rohit,

greeting and the name of the
person you are writing to. i.e.

How are you? I... salutation

Body
of
the
letter

Convey my regards to your parents. Hope
to see you soon.

Yours affectionately,
Rahul Vaidya

closing i.e subscription
sender's name

Pg no. (4)

BOOK : MY GRAMMAR TIME CLASS : IV

SUBJECT : ENGLISH LANGUAGE DATE : 6.4.24

CHAPTER : INFORMAL LETTER TEACHER : PAMEL

WRITING

Here is a sample letter.

Write a letter to your uncle thanking him for the birthday gift he has sent you.

House no. 2202,
Sector 19,
Chandigarh.

12th May, 2021

Dear uncle,

I missed you very much on my birthday. You could not reach my place. Your gift, however, reached me well in time.

I was overjoyed to see the digital camera. My friends also liked the gift. In fact, they all wanted to borrow it by turns. I, thank you, for this precious birthday gift.

Yours affectionately,
Mohit Kumar

Pg no. (5)

BOOK: MY GRAMMAR TIME CLASS: IV

SUBJECT: ENGLISH LANGUAGE DATE: 6.4.24

CHAPTER: INFORMAL TEACHER: PAMEL

LETTER WRITING

Homework

Write a letter to your friend
inviting him / her to your
birthday party.

— last page —