

Class - VIIISubject - English LanguageTopic - Formats - Formal Letter
Informal Letter

Good morning students

Today we will discuss the formats of formal letter and Informal letter as a part of your English Language assignment which will be submitted to you on 16.8.2021

All the students are requested to follow the formats carefully to get good marks in your letter writing. So students be ready with your English practice notebook as during this lesson you will be taking short notes and you will be asked a few questions in order to check your understanding of the topic.

Students now let us start with the format of Informal letter and we will apply it in the following letter.

- ★ Write a letter in reply to a penfriend abroad who has asked you for information about what is being done in your country to reduce the number of accidents on roads.

FORMAT OF AN INFORMAL LETTER

Sender's address [with proper punctuation marks]
Excluding the name of the sender

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(Sender's address)

Date [Never in a short form and with slashes]

Salutation [Initials of both the words used in salutation need to be in Capital letter] For example: Dear Rohan,

Body of the letter

- with a follow up in the beginning
 - secondly, division of the question, seeing the details asked for
 - thirdly, with a message of greetings to the other family members or friends
 - with a suggestion to take care of his/her well being
 - with a desire to get a letter in response
- Students, you need to give an outlet to all your pent up feelings so that your letter does not seem a dry piece of writing.

Subscription [Yours 'Y' in capital letter without any apostrophe and truly 't' in small letter with a comma then sender's name]

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Students, now we will apply the format of informal letter to the question written in the beginning.

#171 Sector 37D,
Chandigarh

29th December, 2020

Dear David,

I am completely hale and hearty here and always pray to God Almighty for your well-being and always appreciate your strong will power and sacrifice you are doing in order to realise your ambition and to fulfil your parents' dream. I admire your concern for knowing about the latest advancements in India whether it is the field of education, sports, technology and the pathetic roads of India which were always your favourite topic to debate at. I know since childhood you are nurturing this dream to do something in order to improve the miserable condition of the roads so that the lives of thousands of innocent people who are killed every year because

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of pot holes on the roads. The rising number of fatal accidents in India has always been your cause of concern. So dear friend I want to tell you that the number of vehicles on the road has multiplied as owning a car is not only Indian's necessity but also their status symbol. So the single-lane roads which were responsible for these fatal accident to a great extent are being widened by the Government as people's desire to own luxury cars or vehicles cannot be controlled. You will be truly delighted to know that traffic lights are also provided at every crossing so that people could adhere to traffic signals and be safe from these mishappenings.

There are policemen on duty during the busy or peak hours of the day in order to facilitate the dispersal of vehicles for school goers or office goer everyday. I am quite hopeful that these provisions will definitely improve the situation in nearby future and will surely be beneficial in reducing the number of accidents on roads. Convey my regards to little brother Anmol and your parents. Do inform me about your progress in studies through

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Students now we will discuss the format of formal letter.

FORMAT OF A FORMAL LETTER

Sender's address

#174 Sector-37 B,
Chandigarh

Date - 29th December, 2020

Subject - The problem of noise pollution

Salutation

Dear Sir,

Body of the letter

- main information in the first 3-4 lines of the letter
- Causes (minimum 4) of the problem, Results
- Suggestions

Subscription

Yours truly,
Jaswinder

Designation (if given in the question,
optional)

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Students, we have discussed the formats of Informal letter and formal letter.

Now you all are required to do the following letters in your English language notebooks as a part of your home assignments.

- * Write a letter to your class teacher, apologizing for the misconduct of the class in the absence of the teacher.
- * Write a letter to your friend telling him/her about a summer camp you attended during your vacation. Mention the various activities you participated in and what you learnt.

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