

4. LETTER WRITING

Letters are an important form of communication. They are mainly written to convey some message. There are two types of letters on the basis of tone/approach :

1. Informal Letters
2. Formal Letters

1. INFORMAL LETTER

Informal letters are also known as personal letters as they are written to parents, relatives and friends. They are informal in style and tone. They are written to :

- ▶ convey our thoughts and feelings
- ▶ make requests
- ▶ give some advice or suggestion
- ▶ give or seek some information
- ▶ apologize
- ▶ extend invitation, etc.

IMPORTANT PARTS OF AN INFORMAL LETTER

(a) Address and Date : The address of the letter writer is now generally written on the top left side, without end-punctuation :

120-B Sarojini Nagar

New Delhi

5th October 20...

Note : Do not write date as 5-10-2017 or 5/10/2017

(b) Salutation : The salutation, written below the date in the address with some margin, depends on the relation of the letter writer with the person to whom the letter is written (recipient) :

Dear Father, Dear Mother, Dear Brother, Dear Uncle, Dear Ravi

(c) Body of the Letter : It contains the main idea(s) the letter writer wants to convey.

(d) Ending : The letter must have an appropriate ending in accordance with the salutation used before.

<i>Relationship</i>	<i>Complimentary close</i>
Friends	Yours affectionately/Yours Ever/Love, etc.
Family Members	Yours affectionately/Your loving son or daughter, etc.
Relatives	Yours affectionately/Yours sincerely/Your loving nephew, niece, etc.

(e) Signature : The letter writer must either mention his name or formally sign the letter.

FORMAT OF AN INFORMAL LETTER

House No. followed by the street, town, etc.

Sender's Address

120-B Sarojini Nagar

New Delhi - 110024

End-line punctuation

Date

4th October 20...

Salutation

Dear Rekha

The body of the letter. It contains all the information. Divide it into paragraphs.

Blank lined area for writing the body of the letter.

Complimentary close

Write soon.

Subscription

Yours

Signature/ Name of the letter writer

Sushma

1. You are Madan/Mohini living at 110-B, Kartar Nagar, Pathankot. Write a letter to your friend telling him/her about a birthday party you have attended recently.

110-B Kartar Nagar

Pathankot

July 21, 20...

Dear Seema

I got your letter yesterday. You are quite curious to know about our friend Reema's birthday party. I did attend it. Frankly speaking, I did not like it at all. I went to attend it with great enthusiasm but came back quite sullen.

The party was arranged in a big hall in a big hotel. When I reached there, I was simply amazed. There was a large crowd of people. I could not find Reema. Nor could I trace any of our common friends. No one paid any attention to me for a long time. I greeted Reema's parents. They were also too busy to say a few words. I sat alone on a chair. I had to ask for a glass of coke. Then after half an hour, I could see Reema. She was, of course, affectionate and warm. I gave her a gift. She took it without saying 'thanks' and went away. The cake was cut and distributed. There was so much noise made by the DJ.

As there was no friend to talk to, I felt bored. After a while, I called Dad on the phone and went back home before the dinner was served.

Reema was too busy with her own friends and relatives.

Since then I have not bothered to meet her.

So this was all about Reema's party!

When are you coming to see me?

Pay my compliments to your parents and Ratan.

Yours sincerely

Mohini

2. Write a letter to your friend advising him to spend less time on watching TV programmes and pay more attention to his health and studies. You are Balbir/Mohini of 15-C, Green Enclave, Amritsar.

15 Green Enclave

Amritsar

May 10, 20

Dear Mohan

I got a letter from your father yesterday. It is really surprising to know that you spend hours together on watching useless TV programmes. No wonder, you have miserably failed in almost all the papers in your house test. You don't go out for a walk. You remain confined to the TV room. Neither you go to see a friend nor does anyone come to see you at home. It seems you don't have any good friend worth the name.

Dear Mohan, you must realize that you are committing a blunder in viewing excessive TV. You are neglecting your studies. You have become unsociable. As you do not take interest in any outdoor physical activity, you have become weak and irritable.

Please cut down on your TV hours. Take interest in outdoor activities. Try to have one or two good friends. Go for a daily morning or evening walk. Start taking interest in your studies.

I hope you'll consider my suggestions and develop healthy habits. See you soon.

Bye.

Yours

Balbir