



INDIAN SCHOOL AL WADI AL KABIR

Class: VI	Department: ENGLISH	Date of Submission: AUGUST 2022
WORKSHEET NO: 9	Topic: INFORMAL LETTER	Note: NOTEBOOK

Letter writing is an essential skill. Writing letters has been an important part of life. Letters are broadly of two types namely Formal Letters, and Informal Letters.

Informal Letters

An informal letter is a letter written to someone we know well or are familiar with like friends, parents, siblings, or any other one. It is a personal letter, it can be used for reasons like conveying news, giving advice, congratulating recipients, etc.

Useful Phrases to use in your personal letter

DearBest wishes...;Yours faithfully...; I am sorry to inform you that...; I am very grateful for... Why don't we... I will not be able to attend the...; Give my regards to...; I look forward to hearing from you...; Let me know as soon as... I'm really sorry I...We had a little bit of luck...

Some useful expressions to begin an informal letter

Thank you for your letter which I received yesterday. I was pleasantly surprised to hear from you. It was wonderful to hear from you after so long. Thank you for your letter. I was pleased to hear that you are in good health. It was really nice hearing from you. I am glad that you like your new school.

Some useful expressions to end an informal letter

I promise to write to you soon. I hope you will reply soon. Give my best wishes to your parents. I am looking forward to seeing you. I look forward to hearing from you.

Social Letter: A personal letter written on the occasion of a special event is known as a social letter. Congratulatory letter, condolence letter, invitation letter etc. are all social letters.

Infosys founder and CEO Narayana Murthy wrote a beautiful letter to his daughter. Read

the letter and discuss the valuable lessons he wishes to impart to her.

I am often asked about the qualities that I have imparted to my children. I tell them that it is your mother who shouldered this great responsibility and I am ever so grateful to her for bringing you up to be the fine individuals you are. She communicated values more by action than by talking about them. She taught Rohan and you the importance of simplicity and austerity. There was this one instance, in Bangalore, when you were selected for a school drama for which you were required to wear a special dress. It was in the mid-eighties, Infosys had just begun its operations, and we did not have any money to spend on non-basic goods. Your mother explained to you that we would not be able to buy the dress and that you would have to drop out of the performance. Much later, you told me that you had not been able to understand or appreciate that incident. We realize it must have been a bit drastic for a child to forgo an important event in school, but, we know you learnt something important from that- the importance of austerity.

Life has changed for us since then and there is enough money. But, you know, our lifestyle continues to be simple. I remember discussing with your mother the issue of sending you kids to school by car once we were a little comfortable with money, but your mother insisted that Rohan and you go to school with your classmates in the regular autorickshaw. You made great friends with the 'rickshaw uncle' and had fun with the other kids in the auto. The simplest things in life are often the happiest and they are for free.

You would often ask me why there was no television at our home when the rest of your friends discussed stuff they watched on TV. Your mother decided early on that there would be no TV in our home so that there would be time for things like studying, reading, discussions, and meeting friends. She insisted that it was important to create an environment conducive to learning at home. Therefore, every night we dedicated the time between 8 pm and 10 pm to pursuits that brought the family together in a productive environment.

Format

Sender's address

(Blank)

25th August, 2022 (Date in British format)

(Blank)

Salutation (Dear ABCD,)

Content

1. Introduction
2. Body of the letter
3. Concluding statement

(Blank)

Yours lovingly, (Complimentary close)

XYZ (Sender's Name)

SAMPLE LETTERS

You are David/Daisy, write a letter to your friend Ram inviting him to spend the summer vacation at your place in Mumbai. Do not exceed 120-150 words.

129, Queens Apartments,
Gandhi Road
Mumbai

1st August, 2022

Dear Ram,

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summer is approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore and the weather here will be very pleasant during those days due to the sea winds.

I am excited at the thought of spending this summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly,
David/Daisy

Exercise 1

You are taking part in your school's drama. You would be performing a bold character. Write a letter to a friend telling him/her about the performance.

- Explain how you are preparing for the performance.
- Tell about your part and how important it is.
- Invite your friend to come to watch the performance.

Exercise 2

Your school is organizing a tour to Rajasthan during the winter break. Write a letter to your father for permission to join the educational tour.