## **Informal Letter Writing**

## Learning outcome:

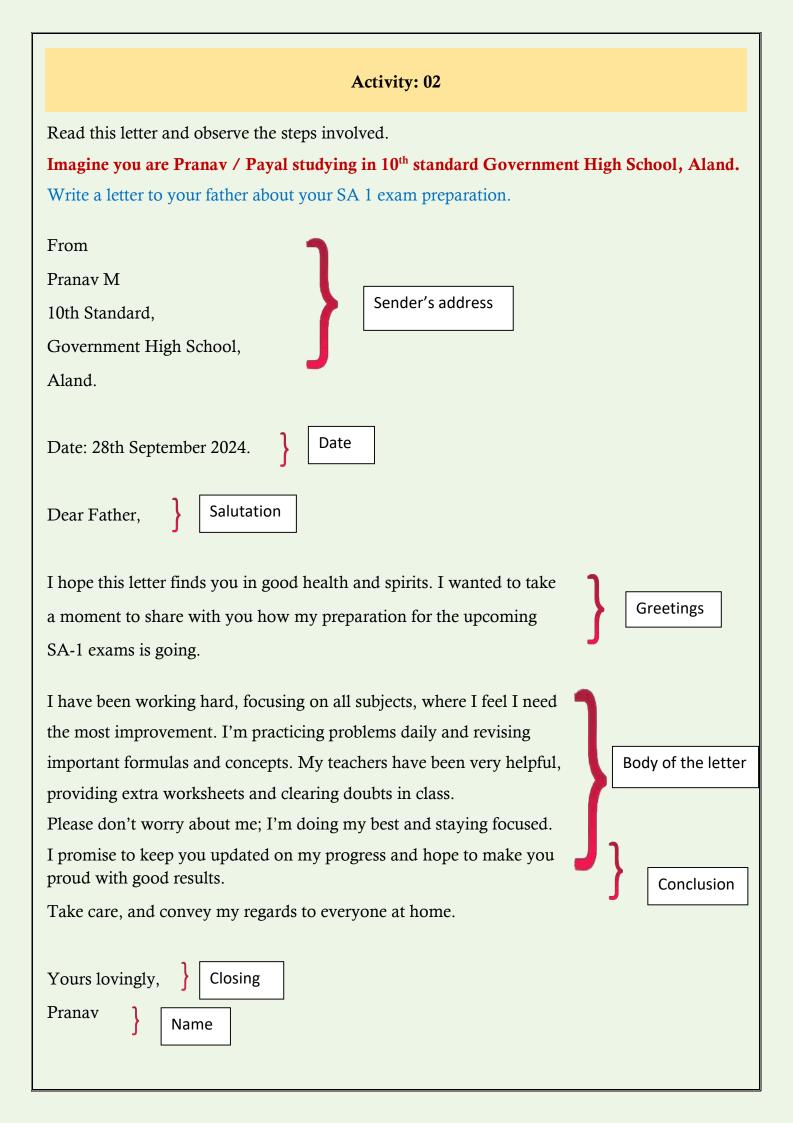
Attempts creative writing like informative letters.



## Activity: 01

Carefully observe the steps of writing informal letters:

- 1. Sender's address
- 2. Date
- 3. Salutation
- 4. Greetings
- 5. Body of the letter
- 6. Conclusion
- 7. Closing
- 8. Sender's name and signature
- 9. Receiver's address



To Gourish Patil 4 <sup>th</sup> cross, Basava colony Kalaburagi	
Activity: 03	
Re-arrange the steps of informal letter and re-write the steps in proper order in the space provided.	
1. Closing	
2. Greetings	
3. Body of the letter	
4. Date	
5. Salutation	
6. Receiver's address	
7. Sender's address	
8. Sender's name and signature	
9. Conclusion	

## Activity: 04

Write the letters using the information given below.

Imagine you are Arun / Arpita, studying in 10<sup>th</sup> standard Government High School, Kalaburagi.

1. Write a letter to your friend inviting them to your birthday party.

2. Write a letter to your cousin, sharing your experience of a recent school trip.

3. Write a letter to your grandfather, telling him about your school achievements.

4. Write a letter to your uncle, thanking him for the gift he sent on your birthday.

5. Write a letter to your classmate, apologizing for not being able to attend their function.

6. Write a letter to your parents, asking them to allow you to go on an educational trip organized by your school.