

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

Activity: 02

Read this letter and observe the steps involved.

Imagine you are Pranav / Payal studying in 10th standard Government High School, Aland.

Write a letter to your father about your SA 1 exam preparation.

From

Pranav M

10th Standard,

Government High School,

Aland.



Sender's address

Date: 28th September 2024.



Date

Dear Father,



Salutation

I hope this letter finds you in good health and spirits. I wanted to take a moment to share with you how my preparation for the upcoming SA-1 exams is going.



Greetings

I have been working hard, focusing on all subjects, where I feel I need the most improvement. I'm practicing problems daily and revising important formulas and concepts. My teachers have been very helpful, providing extra worksheets and clearing doubts in class.

Please don't worry about me; I'm doing my best and staying focused.

I promise to keep you updated on my progress and hope to make you proud with good results.



Body of the letter

Take care, and convey my regards to everyone at home.

Yours lovingly,



Closing

Pranav



Name

Conclusion

To
Gourish Patil
4th cross, Basava colony
Kalaburagi



Receiver's address

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 10th 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.