



INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS IX
LETTER WRITING
WORKSHEET



WRITING SKILL CLASS –IX

LETTER WRITING

Letters are a very effective means of communication for keeping contact with friends and relatives, who live at a distance. They can be used to share most intimate thoughts and feelings, convey messages which we hesitate to utter on phone, to invite, remind, advice and appreciate or to complain. A letter can be more expressive, emotional and can be preserved for posterity.

Broadly speaking, there are two types of letters:

1. Personal letters (Informal letters)
2. Business/official letters (Formal Letters)

1. Personal/Informal Letters

In these letters we use an informal, intimate tone. They are written in a simple, easy to understand, and natural style, just as one talks to a friend or a relative.

Parts of an informal letter

1. **Heading** –It includes the sender's address and is written at the top left hand corner of the letter.
2. **Date** –It appears directly below the address.
3. **Salutation**- It is the usual way of beginning the letter and is written just below the date.
4. **Body** – It forms the very soul of a letter – the message that it carries.
It usually makes use of three paragraphs but may be shorter or longer.
5. **Complimentary close** – It is a polite way of ending the letter. The expression used must match the salutation.
6. **Signature** – It is written just below 'complimentary close' and includes the sender's name

* Organize your ideas before writing the letter.

* Assessment will be based on C.A.L.F. : Content, Accuracy, Layout, Fluency.

SAMPLE INFORMAL LETTER :

You visited Kausani in Uttarakhand. Write a letter to your cousin discussing your experience there

- Greet her/ Say that you are in Kausani
- Mention the places you have visited.
- Say how much you loved the place.

108, M.G .Road

Ernakulam

April 16, 2016

Dear Alya

I hope everything is fine at your end. In this letter I am describing my visit to an unusually attractive town Kausani located in Uttarakhand.

Kausani is a very beautiful town of Uttarakhand, situated at 6,075 feet in the central Himalayas. It takes 6-7 hours to reach it from Nainital. Kausani presents a panoramic view of the Himalayas. The snow capped mountains give a breathtaking view. The cascading rivers and the view of the sunrise and sunset are the highlights of Kausani. The town is named Switzerland of India. It has pine forests and fruit orchards. I experienced a kind of perfect serenity and calmness at the natural beauty of the place. I also enjoyed adventure sports in the form of trekking for one day.

I would love to visit Kausani again and again to experience the thrill and pleasure

Yours affectionately

Sakshi

Practice Question:

1) Your friend Muskan has recovered from a long illness. Write a letter to him congratulating on his recovery and telling him how to take care of his health

- Say that you are happy about his recovery
- Doctors advice
- Complete rest.

2) You are Ankita Sharma of Roshini Colony Jabalpur: Your younger brother Namil is staying in a hostel at St. Jukes School. You are not happy with his report from school. Write a letter to him advising him to study hard and avoid bad company.

2. FORMAL LETTERS

Formal letters include letters to officials, editors, business, colleagues and mere acquaintances. We use a formal, impersonal yet pleasing tone.

In writing a formal letter, keep in mind the following points :

- Be polite and formal.
- Start by introducing yourself and describing the purpose of writing.
- Briefly describe the news item and date of its publication/give details of what you would like the concerned official to do.
- Give your comments/feedback on it.
- Conclude with a hope, an appeal or a suggestion as required.
- Be straight forward and to the point.
- Be brief and relevant.

SAMPLE FORMAL LETTER :

Write a letter to the editor of a leading newspaper to draw attention to the inconvenience caused to the commuters due to vendors at the crossing on the roads. You are Sagarika , a resident of 622,Maple Road, Mumbai.

FORMAT

622,Maple Road
Mumbai

October 26 ,2016

The Editor
The Mumbai Times
Mumbai
Dear Madam/ Sir

Subject: Inconvenience to commuters due to vendors.

I would like to invite the attention of the authorities to the inconvenience caused to the commuters due to the vendors at the crossings. Almost all the roads of the city have been encroached by vendors selling different items of use.

These vendors cover the footpath being used by the pedestrians. Whatever little space that exists is used by the customers who park their vehicles. In doing so they expose the lives of many to potent dangers. As a result the pedestrians have to walk on the road for want of enough space exposing themselves to serious dangers. As a result , there have occurred many accidents by the drivers who drive their vehicles in a casual manner. Thus the lives of mumbaiites stand in danger due to these vendors.

I would, therefore, urge the Mumbai Corporation ,Mumbai to take necessary steps to look into the matter without any delay. These vendors do not have any licences to sell their wares. They should be challenged for using public land. Or they should be shifted to safe market places.

Thanking you
Yours faithfully

Practice Question:

1) You are one of the regular visitors to public places such as government libraries and public parks. You are disappointed to see the unkept surroundings. Write a letter to the Deputy Commissioner requesting him to look into the matter, not exceeding 100 words

You are P. Ram / P.Parvathi of A-34,Xth Cross, Hardanhalli, Bangalore.

2) You are Arathy/ Aravind Srivastava . You have very recently shifted your residence from 2143, Kucha Vaishali, Darya Ganj, Delhi to R-26 Anupam Nagar Delhi 54. Write a letter in about 120 words to the post master requesting him to redirect all your letters to the present address.