

# WRITING

## STD-VI

**SUBJECT : ENGLISH**  
**CHAPTER NUMBER: 1**  
**PERIOD NUMBER : 1**  
**CHAPTER NAME :INFORMAL LETTER WRITING**

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**CHANGING YOUR TOMORROW**

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# WHAT IS A LETTER?

Letters are very important means of communication, especially when its important to put something on record or when we want to keep touch with people far away. LETTER-WRITING is an important channel of communication between people who are geographically distant from one another. In earlier times when the telephone and e-mail were not available, the only means of communication between people was through letters. Letter-writing is a skill that must be developed.

- In general, there are two types of letters: formal, that are written to convey official business and information and informal, which are personal letters to communicate with friends and family.
- Informal or personal letters are those you write to people you know – friends, cousins, aunts, uncles, etc.
- Informal letters should be friendly, chatty and relaxed as though you're talking to the person.
- You sign an informal or personal letter using phrases like – Best Wishes, Love, Yours truly, Lots of love, etc.
- Formal letters are sent out when we need to write to various public bodies or agencies for our requirements in civic life. For example, we might have to ask for a certificate or to inform a change in our address. A letter is usually one in a series of exchanges between two people or parties.

# FORMAT

## Informal Letters

As you already know, we write informal letters to our friends and relatives. The main parts of an informal letter are as follows:

1. **sender's address**
2. **date**
3. **salutation, or greeting**, where the sender usually addresses the reader as **Dear**.
4. **body of the letter**, which contains the message and is made up of paragraphs
5. **complimentary close** that comes immediately before the signature
6. **signature** of the sender at the end

Imagine that you are in a boarding school and have performed poorly in your terminal examination. Write a letter to your mother, explaining the reasons for your poor performance, and tell her how you plan to do better in the forthcoming examinations.

Jingle Bells Residential School

Igatpuri – 422 402

10 July 2021

My dear Mummy / Mother,

I know that you are very disappointed with my half yearly report that you must have received last week. I am truly sorry for a poor performance and I am feeling sad at having let you down so badly. I do not want to make excuses, but this last term I have had a bad attack of malaria and was unable to attend classes for about a week. As result of this I missed many classes and I scored very poorly in three subjects.

I have now picked up health and have requested my teachers to give me some extra assignments. I also plan to do group study with some of the other boarders of my class. I am sure that this will help me to catch up with my studies and I promise you I will score much better marks in the next unit tests. Please do not be worried about my health, I am much better. I look forward to meeting you during the mid-term break.

Yours lovingly, / Yours affectionately, / Your loving son,  
Sanjiv

# CLASSWORK

Write a letter to your elder sister thanking her for the gifts she had sent for you.

**THANKING YOU**  
**ODM EDUCATIONAL GROUP**