



WRITING SKILL

STD-VII

SUBJECT : ENGLISH
PERIOD NUMBER : 1
CHAPTER NAME : FORMAL LETTER

CHANGING YOUR TOMORROW

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EXPECTED LEARNING OUTCOMES

General objectives

- Testing of previous knowledge
- Learn formal letter writing

Specific or Extended objectives

- Identify parts of letter
- Appreciate the use of letters
- Write a letter on their own

- **Sender's address:** The address and contact details of the sender are written here.
- **Date :** The date is written below the sender's address after Leaving one space or line.
- **Receiver's address:** The address of the recipient of the mail
- **Salutation:** (Sir / Respected sir / Madam)
- **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
- **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows –
- **Para 1:** Introduce yourself and the purpose of writing the letter in brief.
- **Para 2:** Give a detail of the matter.
- **Para 3:** Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).
- **Leave-taking :** Sender's name, signature and designation (if any)

THANK YOU
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