

Worksheet

11

Writing : Informal Letter

Date

Name

Class & Sec.

Roll No.

Marks OBT.

3. You are Aarti/Anil residing at 25, Akbar Road, Patiala. Write a letter to your friend asking him for the return of a book which you lent him sometime ago.

HINTS

- lent you 'English Grammar and Composition'
- need it badly to prepare for a test
- return the book immediately

Space for Answer

Residing at 25
Akbar Road
Patiala.

May 4 2021

Dear Dipu,

How are you? Hope you are fine.

I am also fine. I have written this letter to you because I want you to return my 'English Grammar and Composition' book which I have lent you. As I am having my test on May 10 2021 and I need the book for practice. So, please return the book immediately.

Yours friend

Anil

~~Krishna Mehta~~

4. Write a letter to your father who is away to London on a business tour. Tell him the home news. You are Karan / Seema of 14-C, Defence Colony, Patiala.

HINTS

- Everything is nice at home
- Uncle came for a day
- Mother had some fever but is now hale and hearty
- Don't worry about anything
- Studying hard for exam.

Space for Answer

14-C

Defence colony

Patiala

May 5 2021

Dear father,

How are you? We all are fine here. ~~Our~~ Ram have came to our home for a day with Ramesh uncle. Mother had some fever yesterday, ~~we~~ but we have went to the doctor and now she is hale and hearty. Don't worry about anything. I am also studying hard for my exam. ~~we~~

Waiting for you to come back home.

Your Sincerely

Karan

~~Krishna~~

• Value are basic and fundamental beliefs that guide or motivate attitudes or actions.

They help us to determines what is important to us.

• Personal values are personal beliefs about right and wrong and may or may not be considered moral. Cultural values are values accepted by religion or societies.