

Worksheet

10

Writing : Informal Letter

Date

Name

Class & Sec.

Roll No.

Marks OBT.

1. Write a letter to your father asking him to allow you to visit a hill station in the company of your friends.

HINTS

- my three friends have planned to visit Dalhousie
- want to join them
- two days programme
- stay in a hotel

45 lagoon road
Ghaziabad
May 16 2021

Space for Answer

Dear Father,

To know that I have not written anything to you for a while I am really sorry about that but three of my friends have planned to go to a hill station Dalhousie & I also want to join them so can you please give me you & mom's permission to join my friends to visit Dalhousie and please tell hello to mom for me we will be going on 20th May 2021 after finishing all our holiday homework we will be staying there for one week & we will be staying in a hotel for the one week and yes I will be taking photos for you & mom.

Yours, sincerely

Ashut

2. You are Saket. Your friend Subhash has not been performing well in his studies. You tried your best to know the reasons of his poor performance. One day he tells you about the poor financial condition of the family. Now he is making a plan to take up a job in a factory instead of continuing his studies. Write him a letter, persuading him to carry on with his studies.

Points

- your reaction on learning this fact
- requesting him to rethink
- scholarship/factory available
- can take up private coaching - teaching and earning

Space for Answer

273 Kalya Nagar

New Delhi

May 16 2021

Dear Subhash

I am sorry for you being in this bad financial situation of yours but please don't leave studying. It will help you a lot in the future. There is a scholarship exam in which you can participate & get a five year or three or two year scholarship and you can take up private coaching.

Yours faithfully
Saket