

HOW TO WRITE A LETTER

FORMAL AND INFORMAL LETTER



FORMAL LETTER

What is A Formal Letter?



How to write formal & Informal Letters

Q.5 (A) Letter Writing skill

The students should be given practice to:

- The difference between formal and informal and informal letter.
- Know all the aspects of both the types of letters.
- Use proper words to express emotions and opinions
- Write all the components of the selected letter in 'BLOCK FORMAT', aligning all the matter to the left-hand side.
- Mention the names/address of a Sender and a a Receiver as given in Activity sheet.

□ FORMAL LETTER

- Sender's address and date: ½ mark
- Recipient's address: ½ mark
- Subject and Salutation: ½ mark
- Main body: 2 marks
- Subscription/ closing: ½ mark
- Grammar: ½ mark

□ INFORMAL LETTER

- Sender's address and date: ½ mark
- Salutation: ½ mark
- Main body: 2 ½ marks
- Closing: ½ mark
- Grammar: 1 mark

A1. OR A2. Do any of the following activities: (5 marks)

1. Imagine you are 'Suyash Deshmukh/Sonali Deshmukh.' 110/A, Lakshmi Niwas, **Ashok** Nagar, Solapur 413003. You have read the following appeal regarding 'Corona **disease**'.

Now attempt **any one** letter of the following

Coronavirus Disease (COVID-19)



- How to keep yourself safe from corona: Tips
- Wash your hands often with soap and water for at least 20 seconds.
- Avoid touching your eyes, nose and mouth.
- If not feeling well, stay at home.
- Maintain at least 3 meters distance from you and others.
- Avoid going to crowded places.
- Wear a cloth face mask. Avoid travelling.
- **Appealed by Solapur Municipal Corporation, Solapur.**

A1. Informal letter.

A1. Read the above appeal and write a letter to your friend telling him how to take precautions to stay safe from Corona Virus. You may add your own points.

Ans:

Suyash Deshmukh,

110/A, Lakshmi Niwas, Ashok Nagar,

Solapur 413003. 24th May 2020.

Dear Friend,

How are you? I am fine. I am preparing my study material for std 10th. How are you spending your vacation? I am writing this letter for a special purpose.

Friend, you know that Corona virus is spreading throughout our country. Many people are dying due to Corona Virus. And many people are infected due to not taking precautions. I want to tell you some important tips to beware from Corona disease. You should wash your hands minimum three times with soap and water for at least 20 seconds. You should avoid touching your eyes, nose and mouth. If you do not feel well, stay at home. Don't go outside. If you go outside, maintain at least 3 meters distance from you and others. You should avoid going to crowded places. You should wear a cloth face mask. It is better to avoid travelling.

Convey my best regards to your parents and grandparents.

Yours lovingly, Suyash.

A2. Formal letter.

A2. Read the above appeal and write a letter to the 'Commissioner' of the Solapur Municipal Corporation for expressing thankfulness for the appeal for controlling Corona Virus. You may add your own points.

Ans.

Suyash Deshmukh,

10/A, Lakshmi Niwas, Ashok Nagar, Solapur-413003.

Date.24thMay 2020.

To,

The Commissioner,

Solapur Municipal Corporation, Solapur.

Sub: About expressing thankfulness for the appeal for controlling Corona Virus.

Respected Sir,

I am the resident of Ashok Nagar area. In my area the Corona Virus is spreading very fast. People are not following the rules made by the government. So it is very important to make these rules very strict. Sir, you have appealed people to take proper precaution to be safe from corona. Among these important tips washing hands are very essential. People should keep social distance and wearing mask is a must thing. During these days travelling should be avoided as well as going to crowded places should be strictly prohibited.

Once again, I express my gratitude on behalf of our area for appealing and making the rules very much strict. Thanking you.

Yours faithfully,

Suyash Deshmukh

(2) Letter Writing

A1 OR A2) Do any one of following:

Personality Development Camp

Organized by: Dr. Anupama Shah.

Saraswati Society, Vijapur Road, Solapur.

Duration: 7 days, 9th Oct. to 16th Oct.2020.

Fees: Rs.3000/-

Contact: 9922321399

Hurry up!! Register your name. Limited seats are available.

□ Features

- Camp for children to learn
- A good social activity
- A guidance by the expert doctors
- Developing English and Hindi speaking skills.
- Making the children more confident.
- Scope for the hidden talent of the children.
- Opportunity to participate in cultural activities.
- A special guidance and training on yogas and pranayams.

A1. Informal letter

Imagine you are 'Aryan/Apurva Bhosale. Write a letter to your friend appealing him/her to join the personality development camp. Make use of the points given in the advertisement. Add your

own points.

Ans.

Aryan Bhosale,

Plot no 12/B,

Bandappa Nagar,

Solapur 041

31st May 022.

Dear Friend Prasanna,

How are you? How are you enjoying your Diwali Vacation? In this vacation I am going to join personality development camp. Will you like to join with me?

In this Diwali Vacation, in our area the personality development camp is organized by Dr. Anupama Shah. It is organized for a week. The fees is affordable for all. It is only Rs.3000/- we are going to learn so many things in this camp. We will perform so many social activities in this camp. We will get a lot of useful guidance for maintaining good health by an eminent doctor. English and Hindi speaking skill will be developed in this camp. This camp is very important for developing our self-confidence. Our hidden talent will be given an opportunity to develop during this camp.

So, friend I want that you should also join this camp with me. We are going to learn so many things in this camp. You are very much fond of cultural games as we as social activities. You will get a chance to perform them. The most attraction of this camp will be a special guidance on yogas and pranayams. I appeal you that you should participate this personality development camp with me. Only limited seats are available so try to register as early as possible. I hope that you will join it with me. We will enjoy a lot. What a memorable camp it will be for both of us.

Convey my best regards to your parents and grandparents.

Yours lovingly,

Aryan

A2. Formal letter

Imagine you are Aryan/Apurva Bhosale. Write a letter to the organizer Dr. Anupama Shah informing her that you are interested in joining the camp. And also express your thankfulness for organizing the camp and also ask her about the things to be carried with you for the camp.

Ans.

Apurva Bhosale

Plot no 12/B Bandappa Nagar,

Solapur, 413004.

31st May 2020

To,

The organizer,

Personality Development Camp,

Saraswati Society, Vijapur Road, Solapur.

Sub: Express thankfulness for organizing camp and about joining the camp.

Respected Madam,

I am the resident of Bandappa Nagar Julee, Solapur. I read your advertisement of Personality Development Camp in 'Lokmat Times'. I am very thankful for organizing this camp in our area.

In this camp we are going to perform so many social and cultural activities. I am very much interested in this camp. I know this camp will be very useful for developing our personality.

I want to join this camp because I will get an opportunity to show my talent as well as I will get an important tip from for maintaining good health from an eminent doctor. I will improve my English as well as Hindi language speaking skills. Really this camp will be very beneficial for our development. We will also learn yogas and pranayams in this camp. So I am very much eager to join this camp. Sir, I want to know that which things should we carry with us for this camp. Definitely this camp will be very useful for our personality development.

Really, Madam, I am very much thankful for organizing this camp. In future also, we want such kind of camps should be organized. We will be very grateful for that.

Thanking you,

Yours faithfully,










Apurva Bhosale

3) Letter writing

Imagine you are 'Sonali / Soham Ramesh Jadhav', 10/A Ashok Nagar, M.G Road, Solapur413003. Now read the following poster regarding 'How to save Mother Earth from Global Warming.' And attempt any one of the following letters.

Let us stop Global Warming

How to save Mother Earth from Global Warming

-  Use vehicles whenever required
 -  Reduce the use of home appliances like refrigerators
 -  Start using recycle base articles
 -  Say good bye to plastic
 -   Use maximum paper bags
 -  Use cotton clothes rather than silk
 -  Avoid all kind of pollutions
 -  Let us plant and grow at least a tree in every house
- Issued in the Public Interest By-
Yashwantrao Chavan Maharashtra Open University Student's Organisation for Social Service AND
Members of ECO CLUB

A1) Informal letter

Write a letter to your younger brother/sister informing him/her about the remedies on Global Warming. Use the points given in the poster. Add your own points. **Answer:**

Soham Ramesh Jadhav,

10/A, Ashok Nagar,

M.G Road,

Solapur-413004.

Date: 1st June 2020.

Dear brother, Rohit

Hello! How are you? I am fine. I miss you a lot.

I am sending this letter to you for a special purpose. You know that now a days there is a rapid growth in the problem of Global Warming. It is an ever-increasing problem for all of us. Really it is a burning issue. It is the duty for all of us to stop this problem to save this Mother Earth.

I would like to suggest some solutions on this problem. We should use the vehicles whenever necessary. So it will help us to control the air pollution we should reduce the use of home appliances like refrigerators, coolers and other things. However, it is good to use internet for our daily business like banking, shopping and booking. This will help us to save our time as well as money. We should use the things which are recycled. Now the time has come to say good bye to plastic and use cotton and paper bags. We should avoid use and throw articles. If we avoid all kinds of pollutions then and then only we can control this global warming. Let us plant and grow at least one tree around our house. Do you like all these solutions? Please, inform these things to your friends. Let us make our Motherland free from Global Warming.

Convey my best regards to parents and love to little Pinku.

Yours lovingly,

Soham

A2) Formal letter

Look at the above poster. Write a letter to the President of Yashwantrao Chavan

Maharashtra Open University Student's Organization, Solapur for social service thanking him for informative and appealing poster. Use the points given in the poster.

Add your own points.

Ans.

Sonali Ramesh Jadhav,

10/A, Ashok Nagar, M.G Road, Solapur-413004.

1st June 2020

To,

The President,

Yashwantrao Chavan Maharashtra Open University Student's Organization, Solapur.

Sub: Expressing thankfulness for informative and appealing poster

Respected Sir,

I am Soham Jadhav. I am the student of well-known school in Solapur. Yesterday I came across your informative and appealing poster about Global Warming. Really all the information given in the poster is very practical to overcome the problems of Global Warming. Now a days this issue has become very crucial for all of us. If we do not control all these things in time, then our Mother Earth will be in danger. I would like to express my special thanks to you. What a praiseworthy work this is!

In future also, please continue your work of awareness among the people. Will you prepare posters on saving energy and about rainwater harvesting?

Thanking you,

Yours faithfully,

Sonali Jadhav

4) Letter writing

'Health is Wealth' Say "NO" to Fast Food

- ✚ Difficult for digestion
 - ✚ Processed food- unhealthy food
 - ✚ Not fresh and original
 - ✚ Not prepared from natural ingredients
 - ✚ Root cause of many diseases
 - ✚ Good to turn home made and fast food
 - ✚ BUY LOCAL, Buy seasonal, Buy organic
- Issued in the Public Interest BY Doctors' Association, Solapur**

A1) Informal letter

Imagine you are 'Anand/ Anjali 'Patil, 9/A, Sundaram Nagar, Vijapur Road, Solapur - 413004. Suppose your younger sister likes fast food. Write a letter to her informing about bad effects of fast food. Use the points given in the poster. Add your own points.

Ans:

Anand Patil,

9/A, Sundaram,

Nagar, Vijapur Road,

Solapur-413004.

Date-2nd June, 2020.

My dear Anuja,

Hi! Anu, how are you? I received your letter yesterday. I became very happy to read that you stood first in 'State Level Elocution Competition'. I am preparing my annual examination. I miss you a lot.

Anu, I am writing this letter to you for a special purpose. I would like to inform you the importance of good health. I know that you always like to enjoy fast food. You always give preference to fast food. I would like to advise you to avoid fast food. As per doctor's advice fast foods are very difficult for digestion. They create many diseases in our body. However, they are not original and fresh, so they are unhealthy. Fast foods are prepared with the help of artificial ingredients. So fast foods are artificial foods. Because of all those practices they

become the root cause of many diseases. So it is very essential for you to avoid fast food.

On the other hand, I would like to tell you about the importance of homemade or deshi food. You should enjoy the food cooked by our mother. It is good to buy local, seasonal as well as organic food. Please, follow these suggestions for your better health. I hope that you will inform these suggestions to your friends also.

Convey my best regards to parents and grandparents and love to little Sonu.

Yours lovingly,

Anand

A2) Formal letter

Imagine you are 'Anand/ Anjali 'Patil, 9/A, Sundaram Nagar, Vijapur Road, Solapur -

413004. Look at the above poster and write a letter to the President of Doctors' Association, Solapur, thanking him for the informative poster. Use the points given in the poster and add your points also.

Answer:

Anjali Patil,

9/A, Sundaram Nagar, Vijapur Road,

Solapur- 413004.

9th June, 2020.

To,

The President, Doctors' Association, Solapur.

Sub: Expressing thanks for informative and guiding poster.

Respected Sir,

I am Anjali Patil, a student of well-known school in Solapur. Yesterday I came across your poster cum appeal in a leading newspaper 'LOKMAT TIMES.' I am very much thrilled to

read your informative poster about 'Say 'NO' to fast food. Really, Sir, it is a great work of your association.

You have designed a poster on a burning issue. It is the need of the age because all over the people are so much addicted fast food. I liked all the points mentioned in the poster. I would like to congratulate you as well as all the members of your association for preparing this poster. I have no words to express my gratitude.

Please, continue such awareness programme on different health issues. I assure you that I will follow those suggestions in my daily life. I will inform these tips to my friends as well as my relatives.

Thanking You,

Yours faithfully, Anjali Patil

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