



Class VI – ENGLISH

Topic 3 – Application to the Principal (Formal Letter)

Dear Students

- This e-lesson is divided into **three parts**.
- First is an introduction to letter writing. Second, practice questions on the topic. Third, answer key to the last worksheet on *Mr. Toad's Adventure*
- Following should be done in the notebook:
 - ✓ Paste or copy the format of the letter in your notebook.
 - ✓ Paste/ copy the sample letter in your notebook.
 - ✓ Attempt practice question in the notebook, make sure you write the question as well.

I.

INTRODUCTION

- A letter is a written message that can be handwritten or printed on paper. Now that e-mails and text messages have become the norm for communication, the art of letter writing has taken a backseat. However, even today a lot of our communication is done via letters.
- Whether it is a cover letter for a job, or the bank sending you a reminder or a college acceptance letter, letters are still an important mode of communication. Thus it is important that we know the details of letter writing.

Types of Letters -

There are broadly two types of letters, namely Formal Letters and Informal Letters.

- **Formal Letter:** These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities falls within this given category.
- **Informal Letter:** These are personal letters. They need not follow any formalities. They contain personal information or are a written conversation. Informal letters are generally written to friends, acquaintances, relatives and so on.

More about Formal Letters -

- A formal letter is the one written in a formal language and follows a certain format.
- Such letters are written for official purposes to authorities, heads of institutions, colleagues, seniors, etc and not to personal contacts, friends or family.
- A number of rules must be followed while drafting formal letters. An application to the Principal is an example of a Formal Letter.

II. FORMAT

Sender's Address - The sender's address is usually put on the top left-hand corner of the page.

Date- The sender's address is followed by the date just below it, i.e. on the left side of the page. This is the date on which the letter is being written. Example – 16th April 2020 (No comma to be put)

Receiver's Address - After leaving some space we write the receiver's address on the left side of the page. The designation of the receiver (The Principal, in this case) is written as the first line of the address.

Subject-After the receiver's address comes the subject of the letter. Just next to the margin, write 'Subject' followed by a colon. It shouldn't be longer than 6-8 words.

Greeting- The general greetings used in formal letters are "Dear Sir" or "Dear Madam" or "Dear Ma'am"

Body of the Letter- This is the main content of the letter. It is either divided into three paragraphs or two paragraphs if the letter is shorter. The purpose of the letter should be made clear in the first paragraph itself. Use simple and polite language.

Closing the Letter - At the end of your letter, we write a complimentary closing. The words "Yours faithfully/sincerely" are written on the left side of the paper, next to the margin.

Signature- Here finally you simply write your full name.

SAMPLE LETTER -

Q – You are Ramanpreet Kaur of Class VI-B. Write an application to the Principal of your school seeking permission to join English extra classes.

A-

54-A
Model Town
Delhi

6th March 2020

The Principal
Bal Bharati Public School
Pitampura
New Delhi

Subject: Seeking permission to join extra classes for English

Dear Ma'am

This is to bring to your notice that I am Ramanpreet Kaur, a student of class VI-B of your school.

I would like to state that due to my participation in the Inter-School Singing Competition, I missed a few of my English classes.

Hence, I will be grateful if you kindly grant me the permission to attend extra English classes which are held every Saturday morning.

Yours sincerely
Ramanpreet Kaur

III. FURTHER REFERENCE –

Kindly watch the following video for a better understanding of the difference between Informal and Formal Letters -

<https://www.youtube.com/watch?v=ubHr1suJubs>

IV. KEY POINTS –

- The language and tone is polite and formal.
- Do not use any comma(,) after the salutation and subscription. Indentation and commas are to be avoided.
- Leave a line after a paragraph or different parts of layout such as address, date and so on.
- Since you are writing a letter to the Principal of your school, it is essential to mention your name and class in the introductory line.
- The complimentary close must be ‘Yours sincerely/faithfully’ with ‘Y’ capital and ‘t’ as a small letter. There is no ‘apostrophe s’ in ‘Yours’.
- Write your full name after the complimentary close.
- The body of the letter must be divided into three short paragraphs –
 - the introduction (Briefly introduce the topic in 2-3 lines)
 - the body (the issue in detail – 4-6 lines)
 - the conclusion (2-3 lines)
- Ensure that you revise the letter before finalizing it.
- Word limit: 100-120 words

V. Rubrics/ Marking Scheme

- C (CONTENT): Facts and ideas (4marks)
- F (FLUENCY): Well-organised points, properly linked, suitable style, coherence and sequence in writing (2marks)
- A (ACCURACY): Grammatical accuracy, appropriate vocabulary, correct spellings and punctuation. Correct layout/ format. (2marks)

VI. ASSIGNMENT QUESTION –

[To be attempted in the English notebook](Fill in the missing parts; write the body of the letter)

Q- You are Reena/Amit of class VI-B of Springdales School, Pusa Road. Write a letter to your school Principal to grant you a three-day leave as you are going to attend your uncle's wedding ceremony in another town.

A-

16th April 2020

The Principal

Subject:

Dear Ma'am

Yours sincerely

Reena Bansal

.....
Answers to the worksheet on Mr. Toad's Adventure -

1. The given statements are from the summary of the lesson but are jumbled up. Arrange them in the correct sequence, as they appear in the lesson. Write the correct in the blanks given below:

- a. Mr. Toad was half way through his meal when he heard a familiar sound.
- b. Mr. Toad was found seated in the driver's seat holding the handle of the car.
- c. Mr. Toad sped he car very fast.
- d. A Chubby cop with a handlebar moustache caught him at the next turn of the road.
- e. The Chubby cop demanded for his license.
- f. Mr. Toad told the cop that he was only testing how fast the car could go.
- g. Mr. Toad was arrested for stealing the car and misbehaving with the cop.
- h. Mr. Toad was found guilty of stealing the car and misbehaving with the cop.
- i. Mr. Toad is sentenced to 20 years of imprisonment.
- j. Mr. Toad was chained and dragged from the Court-House.
- k. The spectators attacked at Mr. Toad with carrots and popular catch-words.
- l. Mr. Toad was a helpless prisoner now in the remotest dungeon.

II. Read the following lines and answer the following questions:

- a) iv) All the above
- b) The name of the chapter from which the above lines have been taken is 'Mr. Toad's Adventure.'
- c) The car that Mr. Toad was driving.
- d) iii) innocent
- e) i) trying

III. Match the words given in box A to their appropriate meanings given in box B. You may use a dictionary.

Column A	Column B
1. briskly	careless (4)
2. brutal	recite (3)
3. chant	shaky (5)
4. reckless	quickly (1)
5. trembling	cruel (2)

IV. Read the following sentences based on the chapter and write if they are True or False.

- I. False. Mr. Toad loved driving and couldn't control himself from stealing a car.
- II. False. The Chubby Cop stopped Mr. Toad because he not only drove fast but also did not stop at the red light/ did not follow the traffic rules.
- III. True. Mr. Toad drove very fast to escape the police.
- IV. True. When asked for license by the cop he said that he didn't require a license.
- V. False. The stealing of the motor car, driving dangerously, cheeking the police together totalled up to twenty years of imprisonment.
- VI. False. The spectators attacked Mr. Toad with carrots and popular catch-words.
