



Class VII

ENGLISH

Topic: Informal Letter Writing (Part II)

Dear students

- This e-lesson aims at giving you practice for writing **informal letter**.
- Attempt writing the letter given in the question. Do not copy the passage.
- The letter is not to be written in a box. The box around the letter in the question is just to guide you to different parts of the letter. Please keep in mind that a letter doesn't require a box.
- The given assignment is in the form of a worksheet and you have been given reference points as well so use them wisely.
- The answers to the previous assignment have been shared at the end of this lesson, don't forget to check.

QUICK RECAPITULATION

The following are different parts of a letter arranged in a sequence:

- a. the address (sender's)
- b. the date
- c. the salutation (Dear ...)
- d. the body of the letter
- e. the subscription
This includes: Yours affectionately /Yours lovingly/Yours sincerely..(to friends).
- f. name

Points to Remember

- Write the address, date, salutation and subscription near the left hand side margin.
- **No indentation.**
- Leave space after a para or different parts of layout such as address, date and so on.
- Divide the body/ contents of the letter into three paragraphs:
 - Introduction - beginning
 - Content - main points
 - End - conclusion/ suggestions, etc.
- Do not use any comma(,) after the salutation and subscription. There is no apostrophe 's' in *Yours*.
- Be accurate, specific and concise.
- Express your ideas in a coherent and organised manner.
- Word limit: 120-150 words

Format

F 64
DLP Enclave
Delhi

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Dear _____

Hello! How are you? I hope you are fine. Many thanks for your concern regarding Marcus's sickness. However the naughty fellow was _____

_____!

I discovered his trick one day when

_____.

We decided to turn the tables on him.

Do visit us during your holidays.

Yours _____

Question

Given above is a guided format to write a letter based on the information given in the passage below. The funny passage is about a St. Bernard (a dog). Read the passage carefully and write a letter as the owner of the dog writing to his friend describing what his dog did. Follow the given format. Happy writing!

BBPS PITAMPURA

I. Read the passage given below.

Marcus was a huge, handsome and lazy St. Bernard who had recently got an idea. It was the first idea that he ever had and none could suspect him. Marcus's belief was that a day should consist of sixteen hours of sleep, six hours of rest, and two hours of only eating. But the master called him for work occasionally—that was, to take a walk till the nearest corner and back. Any other dog would look forward to it but to Marcus it was nothing but brutal slavery. He then got an idea: "If I were deaf, I wouldn't hear when they called me for a walk, and they wouldn't be able to move me because nothing can move me. So I will pretend to be deaf."

The day, on which he put his plan into action, his master's wife was very disturbed. "Poor old Marcus has gone deaf!"

"Deaf?" cried the master. "But he could hear perfectly well last night." He then went into the kitchen and addressed him, "Come for a walk Marcus?"

Marcus, like a perfect actor, gazed at him but did not respond. After a good deal of shouting, when he was left alone, he went off to sleep, smiling.

It was after a few days that the master and his wife noticed that Marcus was only partly deaf; he was still able to hear all that was connected with food. One day, as luck would have it, while the master was cutting meat, a tiny piece slipped and fell to the ground. Although Marcus was asleep in the kitchen, some distance away, he heard it fall. He raced into the dining room and gulped it down.

"Hey!" cried the master. "I thought you were deaf."

Marcus's jaw and tail both dropped. He seemed to remember that he was deaf.

The master and his wife then noticed that he failed to hear repeated commands to come for a walk but jumped to his feet when he heard the butcher arrive.

The master and his wife thought of a plan. Although the plan was not entirely fair. They decided just as Marcus had gone deaf, they would go silent. They would talk to each other not through words but actions.

When they put their plan into action, first Marcus was lazily puzzled. Very soon he became really worried. He wondered whether he had really gone deaf. The worst part was that Marcus thought that he might be missing some talk about food—that he loved.

As the master and his wife talked in actions, Marcus would stare painfully at their faces. He was even more disturbed as they never called him for meals. This plan continued for several days. Then, one morning, they decided to test him. The master called out for him and said, "Come on Marcus! Time for a walk."

Suddenly, they noticed an expression of relief on Marcus's face as he came bounding. He was so delighted that he ran like a pony. He happily took the longest walks.

And after this Marcus never pretended to be deaf.

ANSWERS TO THE PREVIOUS ASSIGNMENT ON INFORMAL LETTER

- a. Too
- b. Loudly.
- c. Proudly
- d. Nervously
- e. Proudly
- f. Always
- g. Encouragingly
- h. Never
- i. Finally