



**Class VII**

**ENGLISH**

**Topic: Informal Letter Writing**

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 *Shillong! The Rock Capital of India*.
- 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.

### **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.

**Click on the link given below to understand how the language used in these letters varies.**

<https://www.youtube.com/watch?v=PgwmAUJx248>

## **Format**

The following are different parts of the format arranged in a sequence.

1. the address ( sender's)
2. the date
3. the salutation ( Dear ...)
4. the body of the letter
5. the subscription

This includes: Yours affectionately /Yours lovingly/Yours sincerely..( to friends).

6. Name

## **Points to Remember**

- Write the address, date, salutation and subscription near the left hand side margin.
- Indenting and punctuation marks to be avoided.
- Leave a line after a paragraph 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.
- Have fluency in presentation of ideas. Express them in a coherent and organised manner.
- Develop a habit of organising your ideas in rough before writing the final letter.
- Word limit: 120-150 words

## **Rubrics/ Marking Scheme**

C (CONTENT): Facts and ideas

4marks

F (FLUENCY):  
and

Well-organised points, properly linked, suitable style, coherence  
sequence in writing

2marks


A (ACCURACY): Grammatical accuracy, appropriate vocabulary, correct spellings and  
punctuation. Correct layout/ format. 2marks

## **Sample**

## INFORMAL LETTER

Write a letter to your friend Richa/Rajiv describing your adventurous experience of boat riding and the fun you had while sailing upstream and downstream

Sender's Address	139 A/65 Vidya Nagar New Delhi
Date below the sender's address	26 <sup>th</sup> November 20xx
Salutation	Dear Richa
Body of the Letter	<p>You will be surprised to know that I am writing to you from a base camp of a sanctuary in Madhya Pradesh through which the Chambal River sneaks its way. A cousin of mine has come from London and she wanted to celebrate this Diwali at some other place that had a scenic beauty, so we decided to go to the National Sanctuary which is spread across the three states, Madhya Pradesh, Rajasthan and Uttar Pradesh. It is the last bastion for the endangered wildlife species.</p> <p>The camp is in the best possible location, along a length of beach with superb views upriver and down. We went boating. The breeze was strong and icy and frantic efforts were made to hold on to our lunch boxes that were in danger of blowing away and out of sight. We sailed past sparkling sand beaches, rocky escarpments and long stretches of flat terrain with sparse vegetation. The river became narrower, with the cliffs on the edge coming closer, becoming higher and larger. It took a while and then we saw gharials and turtles in large groups. I learnt that day that crocodiles don't eat turtles. We saw pelicans, geese, ducks, kites, eagles, vultures etc. We passed a couple of Egyptian vultures feeding on a turtle.</p>
Closing with an expression	Undoubtedly, it was the most fun-filled trip that we have ever had. Do write to me about yourself. Don't forget. Waiting eagerly for your reply.
Name/Signature	Yours affectionately Ranjana



**Organise the letter in this manner**

**Para I :** Description of where you went, with whom and why.

**Para II :** Details of what you did and the fun you had.

**Para III :** How you felt about your trip, conclusion and best wishes.

### Assignment Question

Q1. As Rama/ Raman read the following letter and fill up the blanks with suitable adverbs as mentioned below.

C-19  
Harsh Vihar  
Pitampura  
New Delhi-110034

17 April 2020

Dear Rama/Raman

I hope my letter finds you in good health. I am \_\_\_\_\_(a) happy. Therefore I am writing this letter to share my joy with you.

I was awarded the 'Best Student Scholarship' at the Annual Function. I heard my name being announced (b)\_\_\_\_\_. As I walked (c)\_\_\_\_\_ to the stage, my heart was beating (d)\_\_\_\_\_. My parents waved (e)\_\_\_\_\_ at me. My teacher, who has (f)\_\_\_\_\_ motivated me smiled (g)\_\_\_\_\_ at me. I have (h)\_\_\_\_\_ been so happy in my life. (i)\_\_\_\_\_, I have made everyone proud of me.

Do write how you feel on getting this news and I would also like to hear from you about your special achievements in your next letter. Eagerly waiting for your letter.

Convey my regards to uncle and aunt.

Yours sincerely

Reema

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**Choose the most appropriate word to fill in the blanks above.**

- a. Proud, always, too
- b. Well, loudly, hardly
- c. Happily, pride, proudly
- d. Encouragingly, nervously, always
- e. Proudly, never, finally
- f. Finally, lovely, always
- g. Again, nervously, encouragingly
- h. Never, always, again
- i. Yesterday, always, finally

**( Note: Copy the above letter in your notebook after filling the blanks. Make sure you highlight the filled portion by underlining it.)**

## **Answers to the worksheet on Shillong!**

**1**

1. The name 'Shillong' was adopted due to the village's location below the Shillong Peak.
2. The Scotland of the East is more popular today as the rock capital of India.
3. This is the biggest testimony to the love that Shillongites have for music.
4. Local bands from Shillong have achieved success at music festivals all over the world.
5. Majaw has been organising a birthday concert for the legendary Bob Dylan every year.

**2.**

- A) Fervour
- B) Uncongested
- C) Hideous
- D) Any fine day
- E) Repulsive

**3.**

The sequence of events is as follows:

1. Shillong was initially inhabited by Khasi tribesmen as nondescript village.
2. A sanatorium established - 1829
3. Shillong became capital of composite Assam.
4. Meghalaya becomes an independent state - Shillong its capital - 1972.
5. Arrival of Christian missionaries (1830s).
6. Had good exposure to western music - coir and gospel music

**4.**

A. The author is trying to explain the importance of Shillong for music lovers. It is like a pilgrimage for music lovers where all of them gather to enjoy and worship music.

B. It is mentioned that Shillong offers a huge variety of music such as metal, hip-hop, rock and jazz. It is clearly stated that some cafe in Shillong will cater to a variety of music you enjoy- “you name it”.

BBPS PITAMPURA