

BAL BHARATI PUBLIC SCHOOL, PITAMPURA [2020-2021]

CLASS 11 ENGLISH CORE

WRITING SKILLS

LETTER WRITING

There are many types of letters. In class 11 and 12, you will learn how to write formal technical letters. You have done these in class 10 too. We are going to review and revise different letters. First, let us revise letters of inquiry.

Letter of Enquiry

This is a formal letter written to enquire about numerous facilities, products , services etc.

Format

Sender's address

Date

Receiver's Address

Subject Note- Both are right - Subject followed by Sir / OR Sir followed by Subject

Sir

First Paragraph should answer the following questions-

who are you, what do you wish to inquire about, how did you come to know about the firm/ institute that you are writing to. You can then state the objective for writing the letter.

Second paragraph First state what your requirements are. Then make 5-6 queries .Try to write the enquiries in complete sentences. E.g eligibility criteria, price, duration, fees etc.

Third Paragraph - Request them to send a catalogue [in case of a product]

Prospectus [in case of an educational /academic institution]

Yours faithfully

Signature

Name

[Designation - in case given]

Let us write a sample letter with guided value points.

Q1. Imagine that you are Anil/Asha of Kamraj Nagar, Chennai. Write a letter to the director of Apex Communications Chennai enquiring about their French Language course.

Ans:

13, Kamraj Nagar

M.G.Road

Chennai

March 29 2020

The Director

Apex Communications

KR Road

Chennai

Sir

Subject : Enquiry about French Speaking Course

As a receptionist [Give yourself some identity] working with a reputed hotel, I have to interact with international tourists. I wish to improve my communication skills [objective for learning] . I came to

know about your institute through a colleague/ advertisement in the paper. I wish to enquire about the course.

I am a working person and so I am looking for weekend classes [your requirements] . I wish to know whether you have any weekend batches. I also wish to know the eligibility criteria. I will appreciate it if you let me know whether I need to have some prior knowledge of the language. Further, I wish to know the duration of the course and the fee structure. Moreover, I would like to know if a diploma will be awarded after successful completion of the course. I also wish to know whether the institute will provide us with some audio visual aids to learn the language.

I will appreciate it if you could send me the prospectus of your institute so that I will be able to decide and make arrangements to join your institute.

Yours faithfully

Asha/Anil

Enclosed: Self addressed envelope

Q2. Using guidelines from the above sample letter,now you write a letter to the Director of MultiMedia Incorporated enquiring about their Advance Level Computer Course. You are Arti/Arjun of 23 A,Pocket 4,Malviya Nagar,N.Delhi and you are interested in joining the course.

Value Points

Eligibility criteria

Type of course.

Duration

Fees

Timings

Audio visual aids used