



NAME \_\_\_\_\_ CLASS-V \_\_\_\_\_ DATE- 21.12.2020 to 24.12.2020

**Learning Outcomes:**

Each child will be able to:

- >recognise the correct format of writing an informal letter
- > use the learnt concept in context for writing informal letters effectively.

**Dear students**

We have already done the writing skills viz.story writing,diary entry,paragraph writing in our previous e lessons.Today we are going to learn yet another important writing skill i.e.Informal Letter writing.

Before the advent of modern technology which has made communication so easy, the art of writing a letter was considered an important requirement. Even today a letter is an important means of communication in both the workspace as well as our personal lives. So let us educate ourselves with the nuances of letter writing. Written communication in both the formal and personal matters is crucial and so it is necessary to develop a skill for letter writing. Let us get started.

**Formal & Informal Letter**

**Types of Letters**

The layout of a letter depends on your audience (who you are writing to) and purpose (why you are writing).

Informal Letter	Formal Letter
An informal letter is used when writing to a friend or family member. Informal letters are relaxed and familiar. As a result, the language can be friendlier and the letter hand written.	A formal letter is used when writing to someone you do not know or the content of the letter is not personal. Examples include: Job applications, Complaints To give a professional look, formal letters should be typed on the computer.

Informal letters are written to close acquaintances of the writer, their friends, family, relatives, etc. Since they are written to close relations, the letters have an informal and personal tone.

Let's now learn how to effectively write informal letters by watching these You Tube links:

<https://www.youtube.com/watch?v=P3k148sliSk>

[https://www.youtube.com/watch?v=hfyq6J\\_1e2Y](https://www.youtube.com/watch?v=hfyq6J_1e2Y)

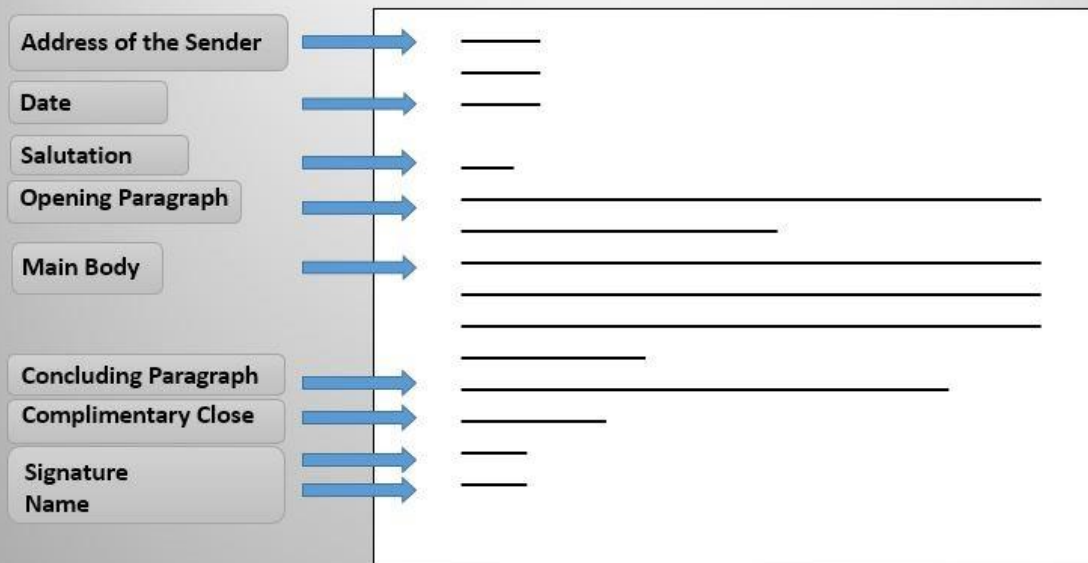
<https://www.youtube.com/watch?v=GPsvxZXtsKY>

### **GUIDELINES FOR STUDENTS**

- ✓ Refer to the format and the sample letter given below and attempt the question given thereafter.
- ✓ Copy/paste the format in your notebook.

### **FORMAT OF INFORMAL LETTER**

## **Informal Letter: Format**



### **SAMPLE INFORMAL LETTER**

**Ex:** You are Rahul/Riya, a resident of Delhi. Write a letter to your pen pal Kevin from North Korea, a country with zero Covid-19 cases, telling him/her about the difficult times which you are going through during the pandemic. Also discuss about its effects and the life lessons you learnt during this different period.

12/40B, Civil lines

New Delhi-110054

18<sup>th</sup> December,2020

Hey Kevin

Thank you for your last letter. It was great to hear from you after so many months. You seem to be having a relaxed time in your country in the absence of Covid-19 cases. We, because of this pandemic terror, wash our hands frequently, wear masks, maintain social distancing, and the toughest part – stay indoors. Although we read, play, watch cartoons and even study using virtual technology but we all have started craving for school. I must confess that I was nervous on the outbreak of this pandemic, about what this new stage of life will bring for us but I was also hopeful about the new world that we were going to step into. Coronavirus did serve as a grim reminder about how humans have taken over the Earth, exploited resources and habitats of every other living species. It reminded us that humans are not the only ones who own the planet, and that we share it equally with other living beings. As it is said, “It is during our darkest moments that we must focus to see the light.” Thus, this is perhaps the right time to look ahead at expected improvements in the post-Covid world.

Hoping to hear from you soon!

Yours lovingly  
Rahul/Riya

### AAC ACTIVITY

Children

We are sure you all must have seen the movie ‘Life of Pi’ through the link:- <https://youtu.be/dfqT87THcMM> shared in the previous E-lesson. On the basis of your understanding, do the following exercise: **(on an A4 size sheet)**

**Ex:** You are Pie. Write an informal letter to your childhood friend Karthik in Pondicherry sharing your experiences of losing your family yet surviving at sea with a tiger for many days.

**Please Note: All the children must click a picture of this activity and mail it to their respective English teacher.**

## WORDLY WISE

appropriate

favourable

embarrass

fascinated

extrovert

Read the given set of words and find their meanings (**use a dictionary**)  
Now, let's try to match the words with their correct meaning for further practice:

### COLUMN A (Words)

- a) appropriate
- b) embarrass
- c) fascinated
- d) extrovert
- e) favourable

### COLUMN B (Meanings)

- (i) outgoing/social
- (ii) suitable/helpful
- (iii) to feel awkward
- (iv) suitable for a particular situation
- (v) to attract/allure somebody

## VOCABULARY ENRICHMENT

Children, in this section we are familiarizing you with the words which convey something that is more than ordinary. We need to replace these with a single word to make the language more compact and richer. **Let's look at the words for this week-**

very dark : gloomy-----He was sitting in a **gloomy** corner of the room.

very calm: tranquil----- Ms. Sehgal sleeps with a happy and **tranquil** mind.

very creative: artistic-----My sister has an **artistic** bent of mind.

very special: distinctive---This woman has some **distinctive** features.

very dry: barren---The land was **barren** and uninhabited.

**Make use of these new words while conversing with others.**