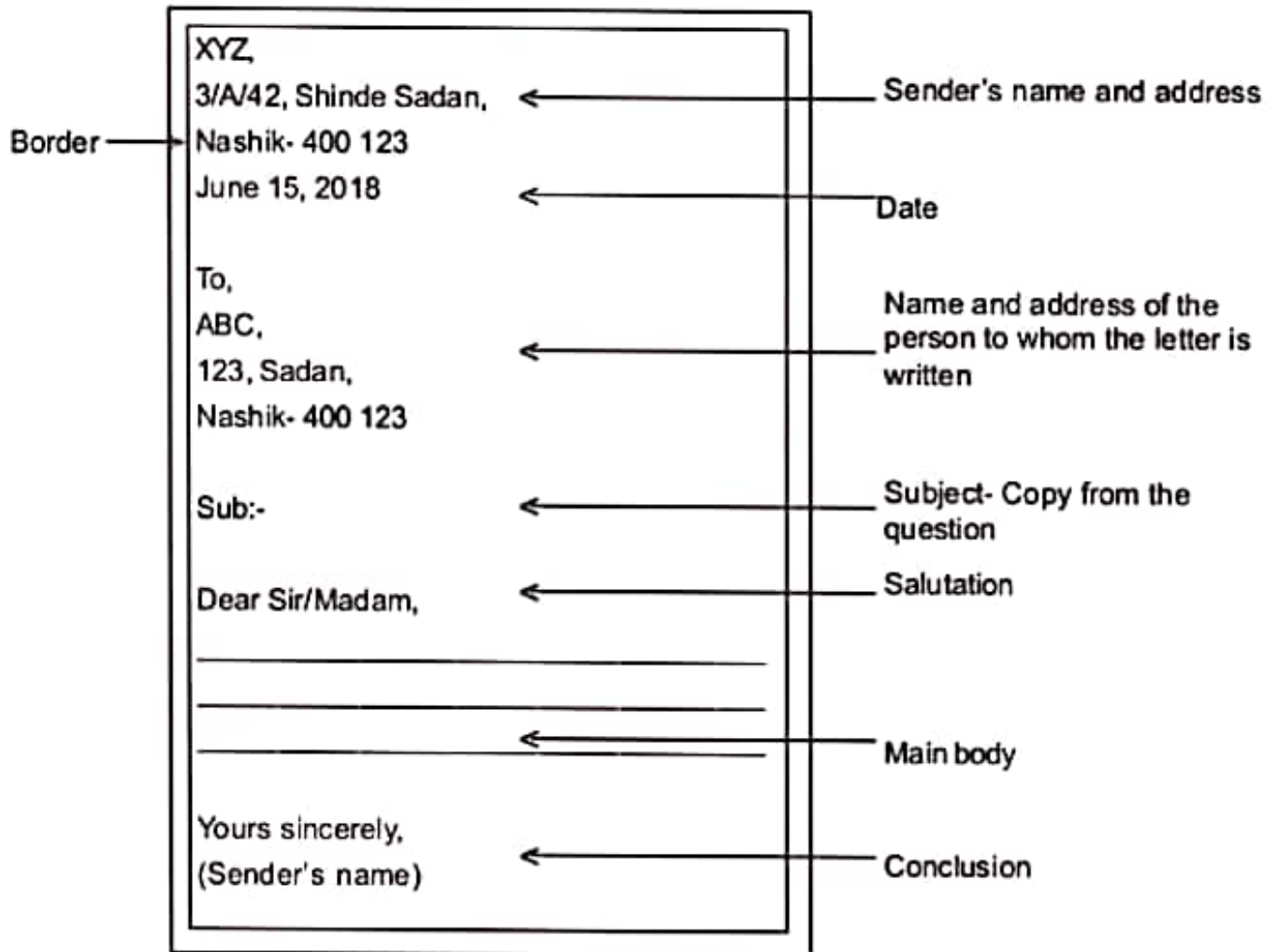


Letter Writing

The letter is for five marks. 3-4 marks can be achieved by preparing format. The main body gives 1-2 marks. The first step is preparing the format.

Preparing a format

- Make a border on the answer paper.
- Start everything from the left side
- Write the senders name and address.
- Write the date.
- Write the name and address of the person to whom the letter is written.
- Write the subject given in the question. (For formal letter).
- Begin with 'Dear Sir/ Madam'. (For formal letter), 'Dear father/ mother/ name'. (For informal letter).
- Leave enough space to write the main body.
- End with 'Yours sincerely'. (For formal letter). 'Yours lovingly'. (For informal letter).
- Make sure you do not make any spelling mistakes while copying it from the question.



Tips for Letter Writing

- a) Read the question properly.
- b) Start writing the letter on the fresh page.
- c) Begin everything from the left side.
- d) If it is a formal letter, copy the topic as the subject.
- e) Underline the important points in the question.
- f) Make small sentences using those points.
- g) Underline those points in your letter.
- h) Make two paragraphs.
- i) If there is 'You' written in the question, use 'I' in place of 'You' while writing the letter.
- v If there is no address given in the question, write any address that you know.