

Letter Writing

The letter is for seven marks. 4-5 marks can be achieved by preparing format. The main body gives 1-2 marks. The first step is preparing the format.

a) 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.

The diagram shows a letter format within a rectangular border. The text inside the border is as follows:

XYZ
3/A/42, Shinde Sadan,
Nashik- 400 123
June 15, 2018

To,
ABC,
123, Sadan,
Nashik- 400 123

Sub:-

Dear Sir/Madam,

Yours sincerely,
(Sender's name)

Labels with arrows pointing to the corresponding parts of the letter:

- Border (points to the outer rectangle)
- Sender's name and address (points to XYZ, 3/A/42, Shinde Sadan, Nashik- 400 123)
- Date (points to June 15, 2018)
- Name and address of the person to whom the letter is written (points to To, ABC, 123, Sadan, Nashik- 400 123)
- Subject- Copy from the question (points to Sub:-)
- Salutation (points to Dear Sir/Madam,)
- Main body (points to the blank lines after the salutation)
- Conclusion (points to Yours sincerely, (Sender's name))

Tips for Letter Writing

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