



Department of Education - Sabaragamuwa Province – Weekly School

Week : Nine (28th – 2nd July)

Subject : English

Grade : 9

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WRITING LETTERS

Format of Informal and Formal Letters

Formal Letter	Informal Letter
Sender's Address.	Sender's Address.
Date	Date
Receiver's Address	
Salutation: Dear Sir/Madam	Salutation : Dear Friend
Topic	
Opening Sentence	Opening Sentence
Body of the letter	Body of the letter
Complementary Close: Thank you Yours Faithfully.	Closing: Yours Loving
Signature	
Sender's Name and designation	Short Name: Manisha

- Read the given sentences for a **formal letter** and put them in the correct order.
 - Dear Shehani,
 - No. 5, Inner Circular Road, Ratnapura.
 - I am writing to you after a long time.
 - Would you like to join with me?
 - How are you? I am fine.
 - If so please inform me before this Sunday.
 - I am going on a tour to Kandy next week.
 - With love,
Oshini.
1. 2. 3. 4.
5. 6. 7. 8.
- Now **write a formal letter to shehani** with the correct order of your sentences.

4. Read the given sentences for an **informal letter** and put them in the correct order.
- (a) Dear sir,
 - (b) Sisulka Institution, Bandaranayaka Mawatha, Ratnapura.
 - (c) It would help us to make the payment on time.
 - (d) Order for O/L books.
 - (e) We would be happy to hear the total amount in the bill over the phone.
 - (f) This is to make an order for past paper books.
 - (g) Yours sincerely, Principal, Sisulka Institution.
 - (h) We need 30 copies of English Past Paper Books published by Sathara Publications.
 - (i) Manager, Sawsiri Book Publishers, Colombo.

5. 1. 2. 3. 4. 5.
 6. 7. 8. 9.

6. Now write an **informal letter to the Manager** according to the correct order of your sentences.

7. Write a letter to your friend inviting him/her for your birthday party.

8. Read the lesson on page 48 “100 Metres” and put the words in the correct order to make questions using these question words.

(where, who, when, which, why, how)

- 1. you / where / race / practice / did / the / for / ?

- 2. you / who / helped / ?

- 3. you / the race / when / practice / for / did / ?

- 4. you / organization / which / helped / ?

- 5. 100 metres / did / select / event / why / you / ?

- 6. win / did / how / race / you / this / ?
