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Subject : General English

Grade: 12

Prepared by: English Unit - Ratnapura Education Zone

### UNIT 1:

Writing an informal letter.

abc Colony,  
ABC City-400005

Address of the writer

Dated: 14 May 2016

Date

Dear Pooja,

Superscription or  
Salutation

Body of the letter:

(i) Introduction

(ii) Main content

(iii) Conclusion + End of letter

1st para contains a  
short description  
2nd para contains a  
long description

3rd para contains the  
conclusion or end part

Yours lovingly,  
Name

Subscription including  
writer's name

2. What are the differences between formal and informal letters.

# FORMAL VS INFORMAL

## FORMAL

Long sentences

Don't use contractions

Use + the passive voice

Formal grammar and vocabulary

Examples

Composition for your teacher,  
report, formal letter

Don't use phrasal verbs

## INFORMAL

Short sentences

Use contractions

Use + the active voice

Style conversational and chatty

Examples:

E-mail, article for a magazine of  
teenagers, letter to a friend

Use phrasal verbs

3. Write the letter given in question no.4 in page 4.