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Prepared by: Ratnapura Education Zone

. GRADE : 12 2. UNIT - 1 – SRI LANK	SUBJECT: ENGLISH	WEEK: 3 rd WEEK, AUGUST
3. LESSON – 2 – AN EV		
I. STUDENT'S ACTIVIT	TES:	
How to write an inf	ormal letter:	
Format of an inform	nal letter	
FULL BLOCK STYLE		SEMI BLOCK STYLE
Address		Address Date Salutation
Salutation Body of the letter		Body of the letter
Sender's Name an	d signature	Closure

https://www.liveworksheets.com/gu18847rx

Activity 2:

- Focus your attention on question no 4 in "After Reading" session in page 4.
- You have to imagine you are Ramya and write a letter to your friend describing the incident. You may use one of the above formats.
- Remember:

body of the letter – you can write a small paragraph asking and giving information on your families. Then you can start a new paragraph describing the incident. You can end the letter by giving your regards to your friend's family.

5. External resources:

You Tube:

g00

- 6. Outcomes of the lesson:
 - > Transfers information into other forms.
 - > Exchanges ideas with peers
 - > Follows acceptable ways of writing informal letters.