



## Learning point – 01

### Informal Letter

**A personal letter is a type of letter (or informal composition) that usually concerns personal matters. The format of an informal letter should include the following things.**

- ❖ Sender's address
- ❖ Date
- ❖ Salutation/Greetings
- ❖ Body of the letter
- ❖ Complimentary closing
- ❖ Signature

21, Terrance Avenue,  
Fort,  
Galle.

} **Sender's address**

9<sup>th</sup> August 2021 → **Date**

Dear Akash, → **Salutation/Greetings**

How's life with you? Could not meet you for a long time. Hope you are busy with your school activities. Do you have classes during weekends? If not how about spending a weekend at our place? I'm sure you will enjoy going to the beach and walking along the historical streets of the Galle Fortress. Please do come. My mother will be so happy to see you after a long time.

Please ask your parents and let me know, so that I can come to pick you up at the station. I would be so pleased to have you with us for a weekend.

} **Body of the letter**

Wishing you all the best!

Yours sincerely, → **Complimentary Closing**

Romesh. → **Signature**

## Learning Point - 02

**How to start a personal letter...**

- Hope you are keeping fine.
- How are you getting on? We all are keeping fine.
- How is life? I am keeping fine and hope the same with you.

**If you are writing a reply letter use the following sentences...**

- Thank you for your letter which gave me a pleasant surprise.
- I received your letter. Many thanks for it.
- Sorry for the delayed reply.

**How to finish a personal letter...**

- With best wishes.
- Convey my regards to all at home.
- Wishing you all the best!
- Hope you will reply me soon.

**How to write complimentary close...**

- Yours sincerely,
- Yours obediently,
- Affectionately,
- Loving,

## Learning Point - 03

### Invitations

Imagine you are the secretary of the English Association of your school. Your association has organized a prize giving for the talented students of your school.

Write an invitation for the parents of students.

**ANSWER**

#### An Invitation

Dear parents,

You are cordially invited to the prize giving held on 22<sup>nd</sup> March 2021 from 8.00 am to 2.00 pm in the college main hall.

The programme has been organized by the English Association of Pubudu Vidyalaya and it is for awarding the talented students of the school.

.....  
The secretary,  
English Association

### Activity 1

Imagine you are the secretary of the sports club of your school. Your club has organized a Volleyball match. Write an invitation to parents asking to come to witness it.

### Activity 2

Write a letter to a pen friend living abroad describing a traditional event in your country. Include the following,

What the event is -

Why is it celebrated -

How is it celebrated -

The importance of celebrating it –

### Activity 3

Your father has gone abroad for a period of two years. You are about to sit the O/L exam now. Write a letter to him explaining your preparations for the exam.

### Activity 4

You are a student of Dharmapala college, Minuwangoda. The Annual Prize Giving will be held on Monday the 15<sup>th</sup> November 2021 at 9.00 a.m. The Provincial Director of Education, Mr.B.D.Fonseka has consented to be the chief guest. Design an invitation card to be sent to the parents and other invitees.

## Activity 5

Write a letter to your sister studying abroad describing a family function you attended during her absence.

## Post – learning activity

Read the following letter and organize the reply letter. It is jumbled. You have to read it and order it to have a meaningful letter.

NO. 45,  
Dumbara Mawatha,  
Mathale.

20<sup>th</sup> February 2021

Dear friend Rajeew,

I have a happy news to tell you. I 'm coming to you in August this year. Our school cricket team has been selected for a tournament in India. So I am eager to know about the country, currency, language, food and interesting places to visit. Please write me soon.

With love,  
Pasindu.

1. With love,  
Rajeew.
2. Our country is the second most populace country and the seventh largest country by land area.
3. Rajeew Desh,  
Mumbai Pane Road  
Mumbai,  
Maharashtra
4. I'm very happy to hear this news. I'm eagerly waiting to see you and treat you all.
5. The currency of India is Indian rupee. You have to know that Indian rupee equal to 2.0 Sri Lankan rupee.
6. Dear Pasindu,
7. Most popular food items in India are Dosa , Chapathi , Biryani , Poran Poli., Idley etc .....

8. Official languages of India are Hindi and English. Rather than that there are many languages spoken by Indians. Sanskrit , Tamil , Bengali , Punjabi , Telugu , Urdu and Gujarati are some of them.
9. You can visit many attractive places in India. You may have such a wonderful experience when you visit these places. Taj Mahal , Varanasi , Ellora and Ajanta caves in Delhi , Goa beaches etc.
10. I think now you have an idea of our country. I'm waiting for your tour.

**Here are some links that you can use to do further activities.....**

<http://youtu.be/IQgWZHWrLF8>

<https://www.successcds.net/learn-english/writing-skills/informal-letter-format-examples-topics.html>

### Assessment

Imagine that you are a player in the Volleyball Team of your school. You participated in a match recently and your team won the match. Write a letter to your friend giving information about the match.

**Give information about the two teams -**

**Venue -**

**Date of the match -**

**How you won the game -**

**How you celebrated the victory -**

**(20marks)**