



**Provincial Department of Education – Sabaragamuwa – Week School**

**Week: - 3<sup>rd</sup> -9<sup>th</sup> October, 2021**

**Subject: English**

**Grade -10**

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Kg/ Dehi/ Dedugala M.V.**

*Competency-7-Uses English creatively and innovatively in written communication.*

*Competency Level- 7.3 Writes for personal purposes*

**Lesson: Lesson - Writing a personal letter (Informal letter**

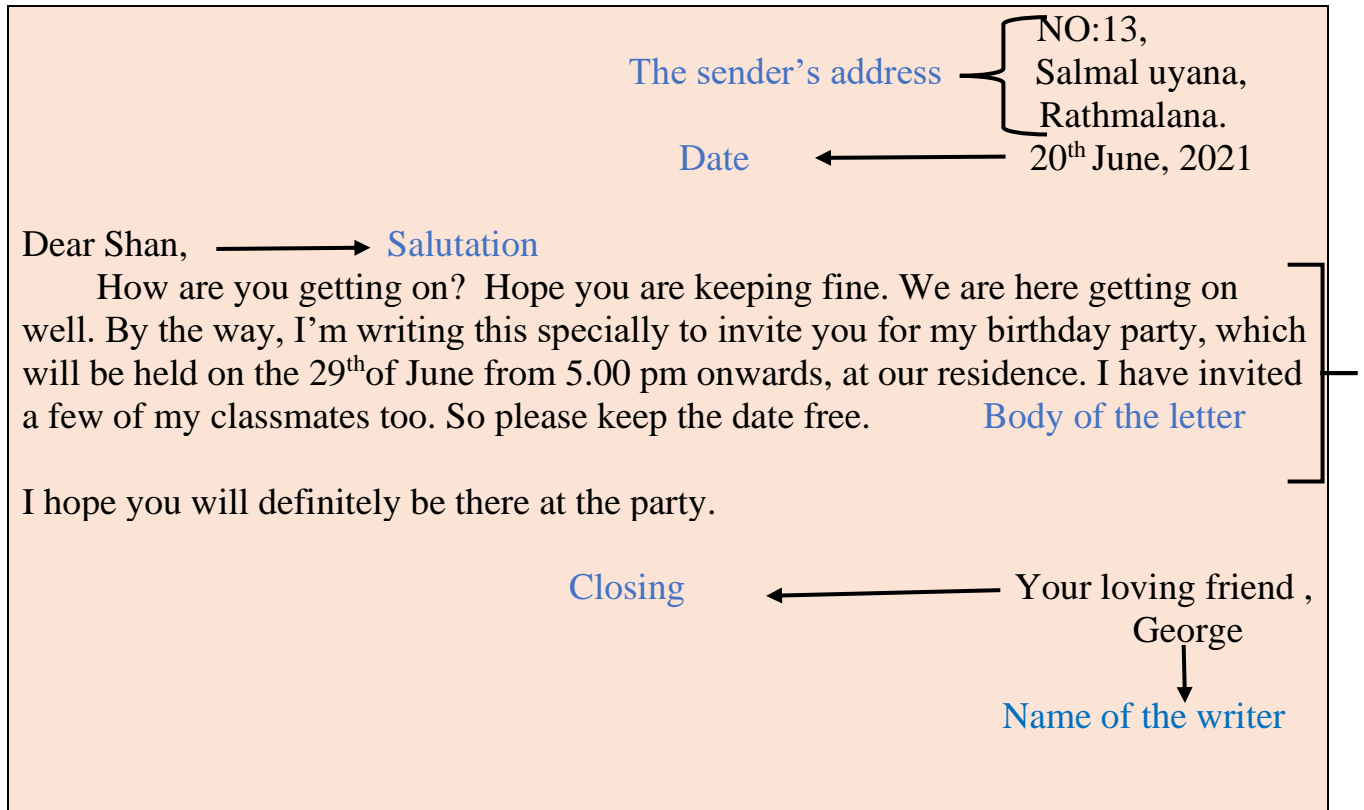
***LEARNING POINT-1***

**A personal letter is a letter which we write to our relatives or friends**

*The format of an informal letter should include the following parts;*

1. Address of the sender
2. Date of the letter
3. Salutation/Greeting
4. Body of the letter (appropriate beginning & ending)
5. Complementary close
6. Name of the writer

## Format of a personal letter



### **LEARNING POINT-2**

#### ***How to start a personal letter... (Inquiring about health)***

- Hope this letter finds you in good cheer. How are you getting on?
- Hope you are keeping fine.
- How's life with you? Could not meet you for a long time.
- 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...***

- Many thanks for your letter.
- Thank you for your letter which gave me a pleasant surprise.
- I received your letter yesterday. 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./Kind regards to all
- May God bless you! /God bless you!
- Wishing you all the best!
- Hope you will reply me soon.

## ***How to write the complimentary close...***

- Yours sincerely,
- Yours obediently,
- Cordially.
- Affectionately,
- Fondly,
- Loving,/ever loving,/with love
- Gratefully,
- Your friend,/yours friendly,/your ever loving friend,

**Reorder the parts of the letter and rewrite them on the format given on the left.**

Hi! hope you are keeping fine. I'm writing you this letter to tell you about myself and my family

## Activity- 02

Write a letter to your friend inviting him to spend the weekend with you at your place. Use about 100 words. (10 marks)

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### Activity-03

Write a letter to a pen friend living abroad describing a traditional event in your country. Include the following. Use about 100 words. (10 marks)

- What the event is
- Why it is celebrated
- How it is celebrated
- The importance of celebrating it

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## Activity- 04

Read the informal letter given below and write a suitable reply. Use about 100 words.

No:525/1

Housing scheme,

Paliyagoda.

9<sup>th</sup> June, 2021

Dear Niroshi

My family and I have planned to go to ‘‘Anuradhapura’’ next Sunday morning. We would like your family to join us, if possible.

We will be going in our van. If you are joining us, you need not worry about anything. We have made arrangements for the food. We can come to your place early morning at 5.00 am to pick up your family. Please join us. Kindly inform me as soon as possible.

Yours sincerely

Shashini.

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*Moderated by – Mr..Dhammika Ariyawansa ( ISA-English) – ZEO-Dehiowita*

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