



Provincial Department of Education – Sabaragamuwa – Week School

Week: -5th Week, September,

Subject: English

Grade -10

**Prepared by: Ms, P.G. R .D. L. Wimalathunga
Kg/ Dehi/ Dedugala M.V.
Ms. M.A.H.I. Perera
KG/Dehi/ Imbulana Sri Sena M.V.**

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

Competency Level- 7.3 Writes for personal purposes

Lesson: Writing a personal letter (Informal letter

Pre – Learning Activity

Name the parts of the letter using the words given in the boxes below.

August 17 th 2021.	←	<input type="text"/>
DeaGrandma,	←	<input type="text"/>
I'm so glad you made it to my birthday party last weekend. My friends enjoyed meeting you. Thank you for the new basketball.It was my favourite birthday gift. I use it everyday when I play at the Park.	←	<input type="text"/>
Love	←	<input type="text"/>
Ruwan.	←	<input type="text"/>

signature

date

body

closing

salutation

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

The diagram illustrates the format of a personal letter with the following components and labels:

- The sender's address:** NO:13, Salmal uyana, Rathmalana.
- Date:** 20th June, 2021
- Salutation:** Dear Shan,
- Body of the letter:** How are you getting on? Hope you are keeping fine. We are here getting on well. By the way, I'm writing this specially to invite you for my birthday party, which will be held on the 29th of June from 5.00 pm onwards, at our residence. I have invited a few of my classmates too. So please keep the date free.
- Closing:** I hope you will definitely be there at the party.
- Name of the writer:** Your loving friend, George

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,

Post – Learning Activity

Use the following link and do the activity.

Word wall - <https://www.wordwall.net/resource/204025>

Using following links, you can learn more about **formal and informal letter writing**



You Tube - https://www.youtube.com/watch?v=T8Y_HIGr18Q (Guru Gedara)

<https://www.youtube.com/watch?v=t7vdVv2IIVA>

Assessment

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

No:525/1

Housing scheme,

Paliyagoda.

9th 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.

(15 marks)