

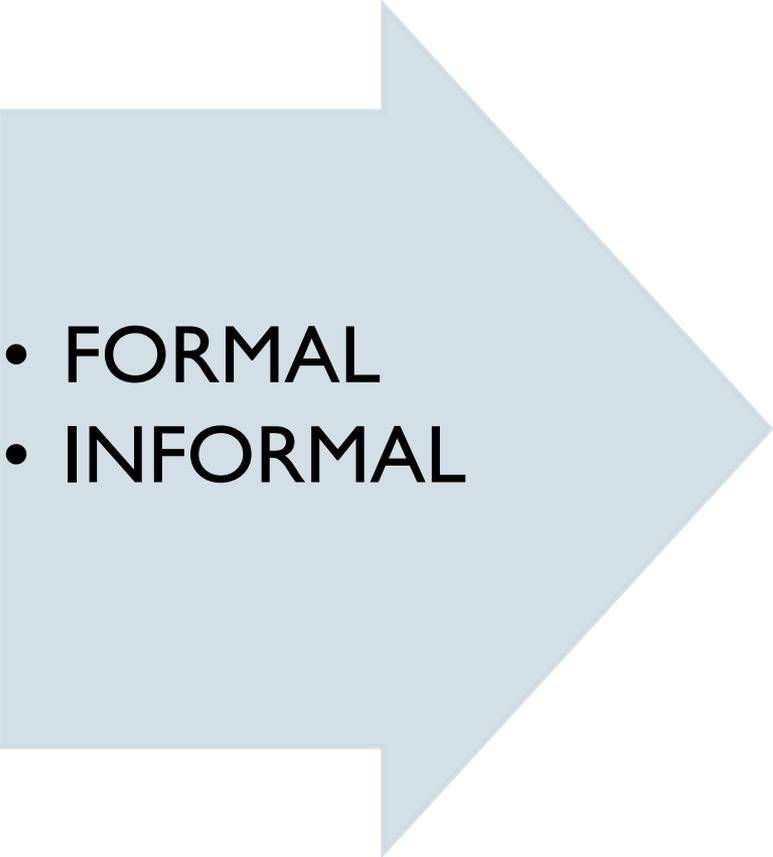
LETTER WRITING- INFORMAL





LETTER (Mode
of writing to
convey
message and
feelings)

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- **FORMAL**
 - **INFORMAL**



Writing formal and informal letters

Informal letters

How do you keep in touch with family and friends? Do you write letters, emails, speak on the telephone, send cards, text using a mobile phone, or use a social networking site such as Facebook?

Sometimes we need to communicate a lot of information and a letter or email may be the easiest way to do this. We may write a letter to mark a special occasion or to communicate something that's difficult to say face-to-face: for example, a letter expressing our sympathy when somebody has died, or a letter sending our congratulations on the birth of a new baby. These are personal letters. Personal letters may be short or long but they are usually **chatty and informal**.

Formal letters

Formal letters are letters to people who we don't know on a personal level. We may need to write formal letters or emails for many different reasons. For example, we may write **to find out information**, to **apply for a job** or a course, to **make a complaint**, to **give information** or to **send an apology**.

It can be helpful to look at examples of different kinds of letters that other people have written to get an idea about how to lay out your letter and the kind of language to use.

If you're writing a formal letter, ask yourself:

- Who am I writing to?
- Why am I writing?
- What do I need to tell them?
- What do I want them to do?

When you write a formal letter, it's important to have all the information you need with you, such as **dates, names and addresses**. If you've been given a contact name or a reference number, make sure you use it as this will help the person dealing with your letter. **Keep copies** of formal letters so you have a record of what you've sent, and so you can follow up any letters at a later date.



FORMAL LETTERS

- INVITATIONS
- APPLICATIONS
- LETTERS OF COMPLAINT
- SUGGESTIONS
- LETTERS TO EDITORS

INFORMAL LETTERS

- FRIENDS
- RELATIVES
- PEOPLE WHOM WE KNOW CLOSELY AND PERSONALLY

- NOTE- Nowadays many people send emails instead of writing letters.
Facebook, whatsapp- forms of informal writing

Points

- **Address and date**
 - Some people may think the address is not important in an informal letter and prefer to leave it out. That works well if the person you are writing to knows your address already or if she has a good memory! However, it is very unlikely that someone will always remember your address, so it is always a good idea to include it. Remember, this is the address they have to write to for the letter to reach you. The recipient's address is on the envelope.
 - The address and date should be in the right hand corner. If I were writing to a person in another country, I would have preferred to add the following details:
 - Hillcrest Secondary School,
P.O Box 60453,
Livingstone,
ZAMBIA
- 7 February 2004
- Since she already lives in Zambia, it is not necessary to include the country and the postcode i.e. 10101. However, if you are writing to someone outside the country, always include your country and post code.
 - After you have written the address, leave a line and write the date.



- **Salutation**

- The most common salutation in an informal letter is “Dear....”
- Note that it is followed by a comma.
- Dear Mimi,
- However, some go extremely informal and use “Hey!” or “Hi!”
- You should use your discretion. Obviously if you are writing to your father, you would not use “Hey!” unless of course you are extremely close.

BEGINNING AND ENDING SALUTATION

- BEGINNING AND ENDING

BEGINNING- My dear Father/Mother

ENDING-Your loving son/daughter

Yours affectionately

BEGINNING- My dear Brother/Sister

ENDING-Your loving brother/sister

Yours affectionately

BEGINNING- My dear nephew/niece

ENDING-Your loving nephew/niece

Yours affectionately

BEGINNING- My dear Friend/name

ENDING- Your Friend/name

Yours affectionately

- **Body**

- **Paragraphs:**

- Since informal letters are usually written by hand, the paragraphs are usually indented. However, with more people using their computers to do most of their writing (and I have a bad feeling most people will forget how to write with their hands), it is becoming a common practice to write paragraphs without indentations—like the way this one is written. This, apparently, is the modern way of writing paragraphs.
 - **use informal language**
- The first paragraph generally expresses a greeting, followed by wishes of good health. Remember you are writing to someone you know very well, so try to be as friendly as possible: How are you my dear sister?
- However, always use your discretion. Try not to go overboard. Some people become bold and daring in letters and write things that they would otherwise not say to the person face to face. Obviously if you are writing to an adult that you respect, like your dad, try not to write things like: “What’s up dude!” or “What’s going down?”
- Try to picture the person you are writing to standing in front of you. Imagine the things that you would say to him and write them down. This will help you not to go overboard.
- Also avoid boring sentences like...
- “I am writing this letter to....”
- ...unless you are writing to a stranger. Even so, try to be as amiable as possible:
- Try to be as conversational as possible. You are allowed to use colloquial language – i.e. language that is appropriate for speech but not really for writing:
- My journey back here was fine, though it was quite a long one. I wanted to travel by CR bus but guess what; all the wretched buses were full! So I had no choice but to travel by a small Rosa bus. The journey took seven hours. By the time we reached, my legs were tired and my bottom was severely sore, ugh! Next time, I promise, I’m not gonna use one of ‘em tiny buses!

Punctuation and spelling

- I have come across a good number of letters that abound with spelling mistakes and awful punctuation. Such mistakes tend to distract the reader, so don't neglect them even though you know your friend will understand.
- The quality of your letter also speaks volumes about the kind of person you are so all the more reason to be careful!
- If you use **contractions**, make sure that you put the apostrophe in the right places. For example:
 - *Isn't* and not *is'nt*
 - *won't* and not *wont*
 - *mustn't* and not *must'nt*

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- **Ask questions**
 - It is always a good idea to ask questions in the body of the letter that you would like the person to answer in their reply. Questions work as a good base on which to write a letter, and they give the recipient motivation to reply:
 - How are those wonderful brothers of mine?

Specimen

- Letter to a friend asking him to spend a weekend with you.

7 Raj Niwas Marg-----Address of the sender
Hyderabad..... Date

.....

24 March 2015

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Dear Keshav.....Salutation

.....

My examinations are over today. I am feeling happy and relaxed. I hope yours are over as well. It would be a good idea to have some fun this weekend. Why don't you come over? I have invited Rahul and Priya and they have agreed to come this Saturday. We shall all have lunch together and then enjoy music and play games. We shall go swimming in the swimming pool of our club. My uncle has sent me a lot of toys and games and it would be fun playing together. My father is taking all of us to the zoo on playing together. My father is taking all of us to the zoo on Sunday. It would be such a treat watching animals and birds. We could eat in one of the lawns there. We could sing and dance and enjoy ourselves. I hope you will be able to come.....Message / Body

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Your loving friend.....Subscription

RenuSignature