

D.El. Ed 2nd year (18-20)

dated: 19.05.2020

College Name

Shankuridom Institute

of Teacher's Education

702 (code)

Kirchindi, Shiesagar Road,
Sasaram

Sub name - PEDAGOGY OF ENGLISH

By Sir - Anudesh Yadav (S-6)

Maintaining social Relations

LETTER WRITING

The letter writing is an exchange of written or printed communications. It is a direct, written message that is usually sent to some distance from one person to another is called letter.

The distinctions are commonly shown between -

Personal letter : That are sent between family members, friends.

Business letter : That are formal exchanges with business or government organization.

Letter writing at home :

Letter writing has many uses at home also -

- ⇒ It encourages good manners.
- ⇒ children learn to write invitations.
- ⇒ children can write letters 'to friends' and 'relatives'.

Types of letters

Formal letter : These are sometimes also known as business letters. These type of letters are strictly written in formal style.

Structure of formal letters :

- ⇒ The address of the sender is put at the top right hand side.
- ⇒ The telephone number and the e-mail is also included left.

⇒ The address of the person receiving the letter goes on the right hand side below the sender's address.

⇒ Then comes the date.

⇒ The greeting - Dear Sir or Madam

⇒ The message.

⇒ Complimentary close - yours faithfully or yours sincerely.

Informal Letters :- The informal letters are written to friends and relations or to people whom you know well.

Structure of Informal Letters :-

⇒ The address of the sender should always appear on the top right hand corner of the page.

⇒ Also include the telephone number and email if available.

⇒ Greeting - It is depending on how well you know the person - Dear William or Hi William.

⇒ complimentary close - A short comment
e.g. love, lots of love, with thanks,
see you soon, etc.

Invitation (Formal letter) -

Tips

1. formal letter's format
2. sender's name - Not required
3. sender's address (Avoid the word 'from' and comma in the address)
4. Date
5. Receiver's Address (Avoid the word 'to' and comma in the address)
6. salutation
7. content - to the point in formal word
8. signatory
9. Designation

Sample Invitation Letter (Formal)

Student's council

S. I. T. E

Sarasaram

2nd March, 2020

The Principle

S. I. T. E

Sarasaram

Respected Sir,

We shall feel honored and obliged if you inaugurate the newly-----

Akrash

President of student's council