

Class: IX-X

Writing Letters!

Materials Designed by BRAC University Centre for Languages (CfL)

Dear Learners, today we are going to give you some ideas on letter writing. We hope that this page will help you a lot to overcome the difficulties of letter writing.

Tips on writing formal letters

Before you start writing a formal letter; you have to know some key issues about it. Here are some important tips on writing a formal letter.

- You have to begin the letter with the name, address and other contact details of the sender .
- After that give a space to write the date.
- Then, you have to mention the receiver's name and full address. This should come after 4/5 lines gap from the date.
- Next, you have to begin the letter with a salutation. The salutation should have a greeting word or phrase followed by a personal title Mr./Ms. and full name of the person. Here are some examples- Dear (full name), Dear Sir / Madam, etc.
- Then, you have to write the subject mentioning the purpose of the letter in short.
- In the introduction, give information about the reason for writing the letter and in the following paragraphs, you can provide the necessary details.
- The body of the letter may include 2/3 paragraphs.
- Give two line spaces between the paragraphs.
- Finally, end it with the complimentary close, for example Respectfully Yours, Sincerely, etc.
- Keep four spaces blank and write your full name and contact address. In the blank space above, you have to put your signature with the date.

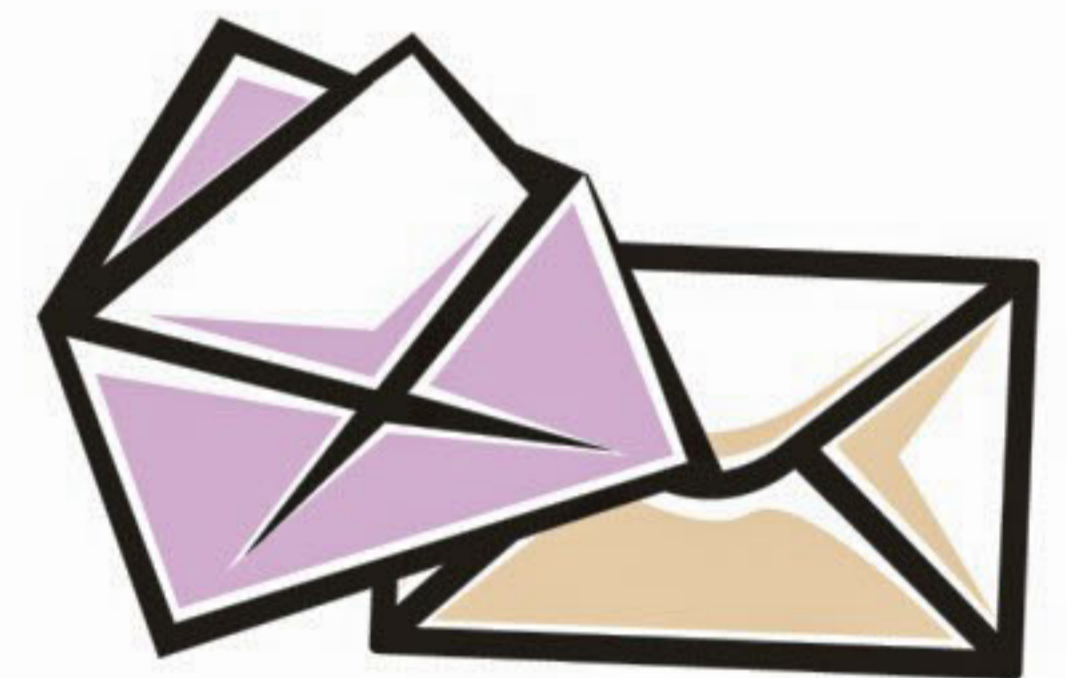
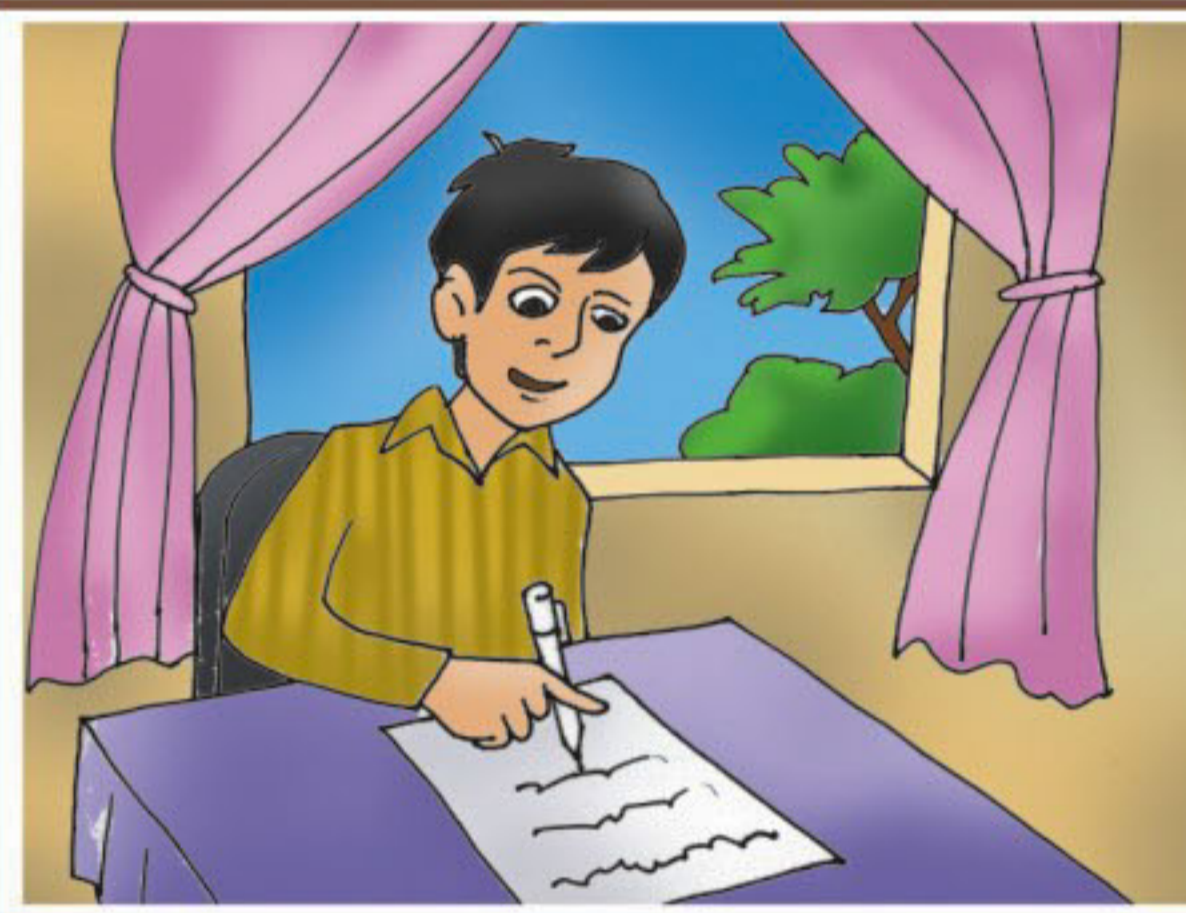


Tips on writing Informal letters

Informal letters are easier to write as compared to formal letters. The only reason is that informal letters do not seriously follow the solid rules of letter writing. The writer has a lot of freedom to exercise creativity in informal letters. Read more to know how to write an informal letter

Date and Address

- First, you have to write sender's address and the date on the top right side.
- Then, for salutation you may begin with (dear)- first name of the person / addressing title like Brother, Baba, Uncle etc.
- Next, you have to divide the body of the letter into three parts -
 1. Introduction- The introduction can be 'how are you?
 2. The main body- Write in details the issues you want to share with the receiver.
 3. The conclusion - The conclusion usually ends with phrases like 'waiting for your reply', 'hope to see you / hear from you soon', etc.
- In the last part (complimentary closure) of the letter you have to end the letter using phrases like 'love you' / 'miss you' / 'best wishes' / 'lots of love' / 'Cheers', etc.
- At last put your signature.



Formal Letter
Now match the tips with the given format below

- Sender's Name
- Address
- Telephone Number
- Email Address

- Date

- Recipient's Name
- Address

- Subject: (Purpose of the letter in short)

- Dear Mr. / Ms. (Receiver's Full Name):

- In the first paragraph, you can introduce yourself, if the recipient does not know you. After this, mention the purpose of the letter.

- In the next paragraph, give out the details such as, the facts that support the statement you made in the first paragraph. You can end the letter with this paragraph or you can have another one, if the information you want to convey does not fit in this paragraph.

- Then, complete the letter by thanking the receiver for taking the time to read the letter.

- Respectfully Yours,

- (Your Signature)
- (Your Name)
- (Address and contact number)

In the letters (A & B) given below, there is a letter with some mistakes with format, grammar and spelling. Can you identify the letter and the mistakes?

20/07/ 2010

Mrs. Rabeya yesmin,
Human Resource Manager,
ANC Comapany,
66 Mohakhali,
Dhaka-1212.

Deer Madam,

I hope and pray that you would be really grateful if you allow me to prove my competencies. I look forward to hearing from you soon in this regard

With due respect and humble submission, I am writing apply for the position of a marketing executive which has been advertised in Today's The Daily Star, a renowned English newspaper. As you will note from my enclosed CV, I have completed all the educational qualifications required for the job.

Moreover, I have demonstrated excellent communication skills in addition to strong writing and analytical skills. I believe, my education, skills and experiences fit your requirements, and I am confident that my skills would be an asset for your company.

Yours affectionately,

(Signature)
Your name

101 Shamoli Link Road
Mohammadpur, Dhaka-1207
atif@gmail.com

July 20, 2010

Mrs. Rabeya yesmin
Human Resource Manager
ANC Comapany
66 Mohakhali
Dhaka-1212

Sub: Application for the post of Marketing Executive.

Dear Madam,

I am writing to apply for the position of a marketing executive which has been advertised in today's The Daily Star, a renowned English newspaper. As you will note from my enclosed CV, I have completed all the educational qualifications required for the job.

Moreover, I have demonstrated excellent communication skills in addition to strong writing and analytical skills. I believe, my education, skills and experiences fit your requirements, and I am confident that my skills would be an asset for your company.

I will be really grateful if you allow me to prove my competencies. I look forward to hearing from you soon in this regard.

Sincerely,

(Signature)
Your name
Your contact number

Email Example

To: roopai@yahoo.com
Cc: adnan@gmail.com
Bcc:

Subject: Invitation to join in debate competition.

Dear friends,
This mail is an invitation to join in our "Inter school debate competition" to be held next month. I hope to see you on that day. If you have any queries, pls feel free to contact me.

Regards,
Saju

Learning Outcomes: Writing Letters

Note: Today's lesson is connected with English Grammar and Composition IX-X, NCTB (Part-2 ,Unit-06)

Eat more vegetables

Eating vegetables provide enormous health benefits- people who eat more fruits and vegetables as part of an overall healthy diet are likely to have a reduced risk of some chronic diseases. Vegetables provide nutrients vital for health and mind. It is proven that vegetarians live longer than those who live mainly on meat.

Let's start eating more vegetables.

