English Language

2nd Semester – 7th Assignment

Informal Letter Writing

Answer the following questions-

1. **Imagine yourself as Gaurav Mallya. Your room-mate Tejas' right hand is plastered as it got fractured while playing badminton in the school. Write a letter to his father informing him about the accident and also asking him not to worry.**

2. **Your younger brother/sister has recently won a district level football championship match on district level wherein a great number of schools participated. Write a letter to congratulate him/her and also motivate him/her for further practice to pursue it as a profession.**

Follow the following format

✓ **Sender's Address:-**	**Siddhart Apartment,** **2/1, Mangal Pandey Nagar,** **Meerut-250002.**
✓ **Date:-**	**20th November, 2020.**
✓ **Salutation**	**Dear Rachel,** **Or** **My dear Father/mother/brother/sister,**
✓ **Body of the Letter**	**The body of the letter can be divided into three parts**
✓ **Courtesy**	**Please convey my regards to.....**
✓ **Subscription**	**Yours lovingly,** **Or** **Yours affectionately,** **Or** **Your loving friend,**
✓ **Name of the sender**	**Rajiv** **Or** **Sania**

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