

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

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|----------------------|---|
| ✓ Sender's Address:- | Siddhart Apartment,
2/1, Mangal Pandey Nagar,
Meerut-250002. |
| ✓ Date:- | 20 th 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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