**Class VI 13 week**

**Topic:Informal letter**

**Period 1:(explanation)**

**Informal letter**

An informal letter adds a personal touch to one's thoughts and ideas. This type of letter is very spontaneous in manner. An informal letter format is used when you write a letter to a friend or relative. The tone of an informal letter is friendly and full of feelings. Therefore, these letters are also called social letters.

An informal letter is a letter written to your friends or family members You can even use contractions like you're, she's, or he's. All letters have to start with an informal salutation such as Dear \_\_\_\_\_. An informal letter should end on an affectionate note such as yours lovingly, yours truly, or yours affectionately.

**Students will write down the important points and guidelines of informal letter in their notebooks**

Key points:

* The letter always begins with the sender's address on the top left-hand corner or the right-hand corner.
* Next, write the date below the sender's address on the right or left-hand corner.
* The date is followed by an appropriate salutation such as "Dear \_\_\_."
* The letter should include an introduction, body and conclusion.
* Conclude the letter with an appropriate complimentary close such as Best wishes, Love, Lots of love.

**Period 2:Students will write down the format of informal letter in their notebooks**

Format:

Sender’s address

**Leave a blank line**

Date in correct format

**Leave a blank line**

Salutation

Body

(i)Introduction

(ii) Main content

(iii)Conclusion

Subscription

Writer’s name

**Guidelines to be followed while writing an informal letter:(students will note it down in their notebooks)**

* The letter should be semi-formal or informal in style and tone. Since it is written to a person who is well-known to you, you can use informal language such as abbreviations.
* The letter can include descriptions.
* The tone should be casual and friendly.
* Make sure to use proper line gaps and spacing throughout the letter.

**Period 3: Teacher will give a sample and discuss about the content and style of writing.**

Sample

Question: Write a letter to your friend Rudra inviting him to spend the summer vacation at your place in Mumbai. You are Sakshi/ Saksham. Do not exceed 120-150 words.

129, Navyug Apartments

Pitampura

Delhi-110034

March 01, 2019

Dear Rudra

It’s been a while since I’ve heard from you. Where have you been? I hope this letter finds you in the best of your health.

As summers are approaching, I was thinking if we could spend the summer break together at my place in Mumbai. I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the sea shore. To add cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

Yours lovingly

Sakshi/Saksham

**Period 4 & 5:Work to be done in the language notebook:**

1.You are Suresh of 25, Nehru Nagar, Hyderabad. Write a letter to your friend Vinaya describing your birthday party.

2.You are Rishav/Ragini. Write a letter to your friend Sahil inviting him to your brother’s wedding.