

## INFORMAL LETTER

### SAMPLE QUESTIONS

**Ques-1** You are Vivek, a resident of E-96, Temple Road, New City, Calcutta. Write a letter to your friend inviting him to spend a Sunday with your family.

Ans:-

E-96, Temple Road

New City

Calcutta

7th March 2001

Dear Ankur,

I hope that you have comfortably settled in your hostel. Since you are new to this place, certain things may appear strange to you. The language and manners are a bit different here from your part of the country. In order to acquaint you with the social life and manners of this region, I would request that you stay for some time with our family and see things first hand. How about spending this Sunday together? We are looking forward to your visit. My mother joins me in extending this invitation to you.

Yours affectionately

Vivek

**Ques:2** You are Bhaskar. Your father has recently bought a bicycle for you. Write to your cousin Ashok informing about it and about your first ride on it.

6, Mohan Nagar,

Ghaziabad

31st January 2000

My dear Ashok,

The day before yesterday was my birthday. I received many gifts, but the best gift was the brand new bike, 'ATLAS' make, which dear father presented me on the occasion. I was immensely happy to receive it. It was my ever long ambition to possess a bicycle of my own. Now I am a proud possessor of a bright-new Atlas bicycle. Its colour is red. It is a race cycle. It is very elegant to look at. The bell, the saddle and the carrier of the cycle are of foreign make. There is a glittering fry-wheel. On it, my name is painted in



white enamel. It is a very easy mode of conveyance. Its cost such as petrol or fuel is nothing. It is quite handy. As and when you need to go out, the cycle as a ready conveyance is there. You ride it, you pedal it. There goes the cycle racing fast leaving all pedestrians behind. What a unique invention of science the bike is! The maintenance cost is zero. You once spend Rs. 600-700 in the beginning, then you have a life-long comfort. It is very easy to push it.

The first ride on my own Atlas Bike was nothing less than a ride in a plane. I rode it in the Roshanara Gardens. I felt like a soaring bird in the sky. The faster I pushed it, the happier and prouder I grew. I was highly delighted. My joy knew no bounds. Now I was the King of my Kingdom. The whole world appeared to be insignificant to me before this bike. For many days and nights, I could not work and sleep as I feverishly waited for this biggest treasure on earth for me.

With love.

Yours sincerely,

Bhaskar

**Ques-3 Write a letter to your younger brother/sister advising him or her on the use of a dictionary.**

Ans: -

19, R.A.R.

Subzi Mandi, Delhi-7

Nov 19, 2000

My dear Anju,

Your birthday falls next Sunday. You will receive many gifts and presents. You are in the habit of getting Common place gifts, but my gift is somewhat unusual. It is (kin Pocket Dictionary. It is a unique gift from an elder to her younger. Now you are a student of X class. You must be learning new words every day. You know knowledge has expanded a lot. While reading the daily paper, many new and difficult words must confront you. There comes the role of a dictionary. After all every time you cannot run to your teacher to remove your difficulty and satisfy your curiosity. A dictionary is very handy. It is very easy to use. It is a self-taught teacher. Consult it as often as you feel the need for it. It is a very useful companion. It is a never-failing friend. It is ever ready to help you as and when any doubt regarding words and their correct meanings arises. You have the benefit of self-learning and increasing your word power, it will solve your problem at once. After a little practice, its use and operation become quite simple and interesting.

Learning of new words and their usages will heighten your image and stature in the class. Now let me know how you have liked this new gift.

With love from Mummy and Papa.

Yours loving Sister,

Geetu

### **PRACTICE QUESTIONS**

**Ques-1** Write a letter to your friend advising him/her to read newspapers regularly and how it shall benefit him/her.

**Ques-2** Nowadays reading habit among youngsters is decreasing alarmingly. The main reasons are their interest in watching TV, playing computer games and sending messages through mobiles. Write a letter to your younger brother advising him to develop a reading habit and its importance in the learning process. You are Sara Khan.

