



ENGLISH
WRITING
SKILLS

LETTER WRITING

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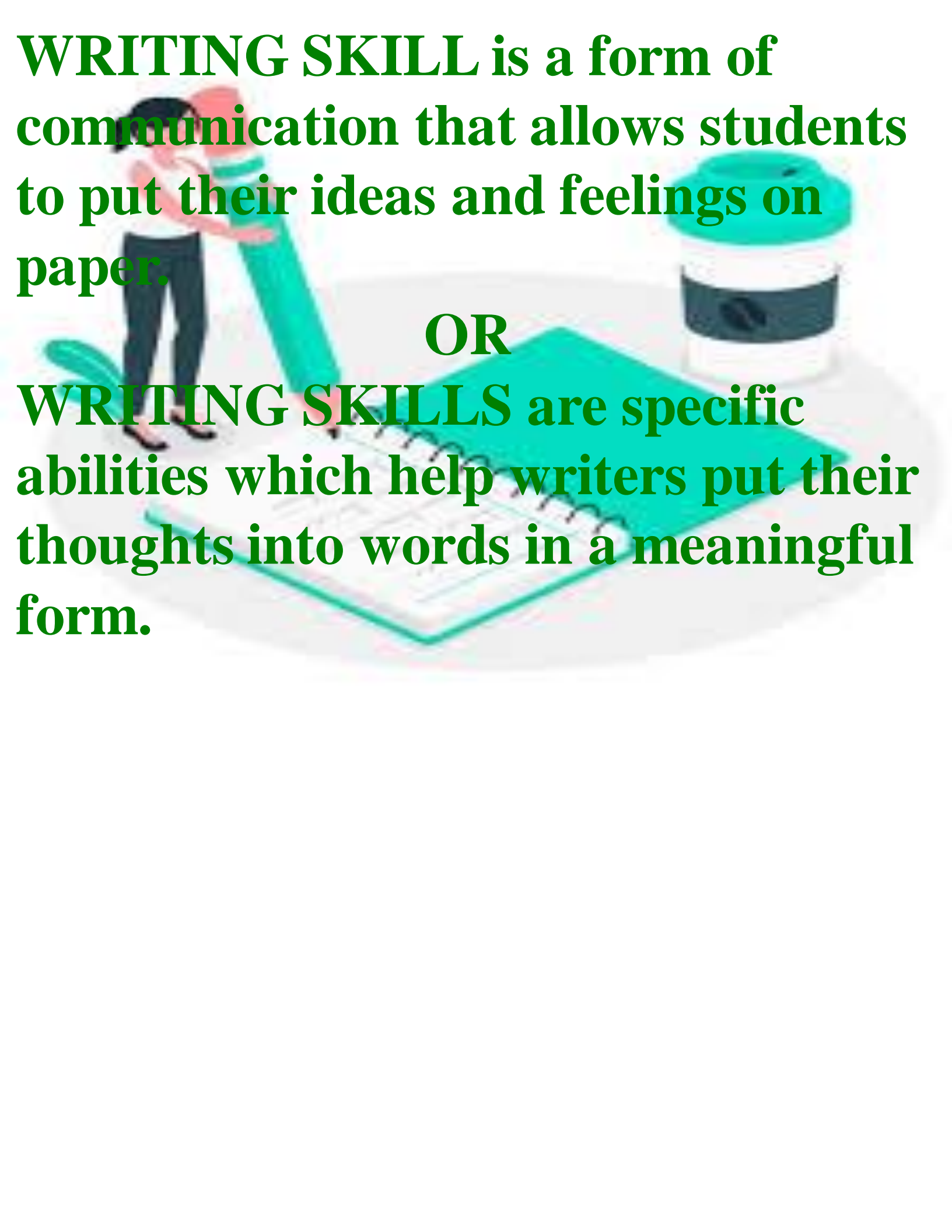
But what are **WRITING SKILLS??????**



WRITING SKILL is a form of communication that allows students to put their ideas and feelings on paper.

OR

WRITING SKILLS are specific abilities which help writers put their thoughts into words in a meaningful form.



*The Art of
Letter
Writing*



LETTER WRITING (FORMAL LETTER)

What is Letter Writing?

A letter is a written message that can be handwritten or printed on paper. It is usually sent to the recipient via mail or post .

OR

A letter is a written message conveyed from one person to another person through a medium.



Classification of letters

Letters are broadly classified as:



Formal



Informal

Formal Letter

- ◆ Written only for official purposes
- ◆ Written to the Editor, the Principal, The Municipal Commissioner, the Mayor etc.
 - ◆ Should be brief and precise
- ◆ Formal tone and polite expression
- ◆ Preferably left side of the page



Informal Letter

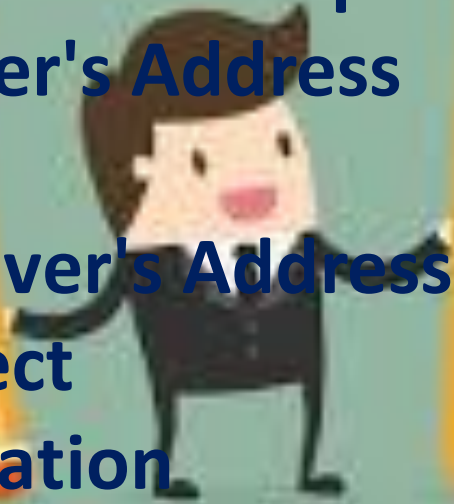
- ◆ These are letters to friends , family and relatives
- ◆ Or to the people you know well
- ◆ Casual and light hearted tone
- ◆ Also known as personal letters
- ◆ Lengthier than a formal letter



Format of the Formal Letter

A letter has a specific format. The tone and content of the letter tell us whether a particular letter is official letter or personal. A formal letter comprises of different parts:

- **Sender's Address**
- **Date**
- **Receiver's Address**
- **Subject**
- **Salutation**



Format of the Formal Letter

- **Body of the letter**
- **Subscription**
- **Signature/ Name/ Designation**



Layout of the Formal Letter

Sender's address

Date

Receiver's address

Subject

Salutation (form of greeting)

Body of the Letter (including introduction, content and conclusion)

Subscription

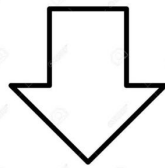
with sender's name, sign and designation

Sender's Address:

Includes the details of a person writing or sending a letter and should be placed at the top left hand corner of the page.

Should be written in two to three lines.

For example-

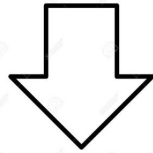


D-34, Ras Vihar .

Dwarka New Delhi

Date:

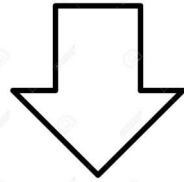
Should be written just below the sender's address after leaving a line.



10th March, 20XX,

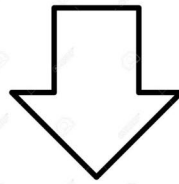
Receiver's Address:

Includes the details of a person receiving a letter along with his/her designation and should be written at left hand corner only followed by date.



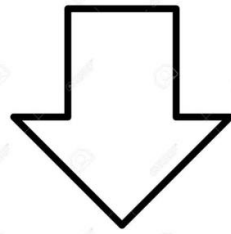
The Principal,
Cambridge School
Lucknow

Subject: The main purpose of the letter forms the subject. It must be written in one line followed by recipient's address. It must convey the matter for which the letter is written.



Subject: Permission to arrange a trip

Salutation (Form of greeting): The way in which we address the recipient. In formal letters the salutation should indicate higher degree of formality and honour.



For example- Respected Sir/ Mam



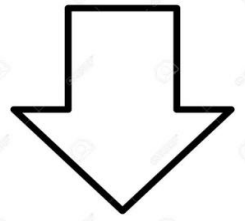
Body of the letter- It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give a detail of the matter.



Paragraph 3: Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc).

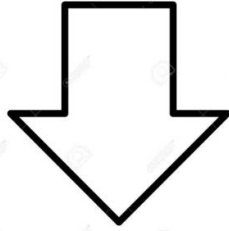


Sir,

I, on behalf of the students of class VI, request your kind permission and orders to arrange the trip to Nainital in summer vacations. Our class-teacher, Ms. Reena Bansal and English teacher Ms. Arti Singh have kindly given their consent to accompany us. Nainital is a well-developed hill station, where we can have trekking and camping facilities. This excursion will provide us confidence and build an interpersonal relationships. I hope that you will grant this permission. The students will contribute but all the arrangements must be made under your guidance and approval.



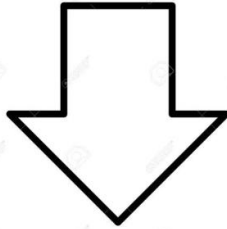
Subscription (Complimentary Closing): This is the concluding part of the letter and should be written at the bottom left-hand corner after the body. For example:



- ◆ **Yours faithfully**
- ◆ **Yours sincerely**
- ◆ **Yours obediently**
- ◆ **Yours truly**



Sender's Name, signature and designation



Rachit Vaidya
(A Concerned Citizen)



Sample Question:

Write a letter to the editor of the newspaper complaining against the menace of street dogs in your locality.

**Shiv Vihar Colony,
New Delhi**

20' April' 2020

**The Editor
Times of India
New Delhi**

Subject- The menace of street dogs in our locality,



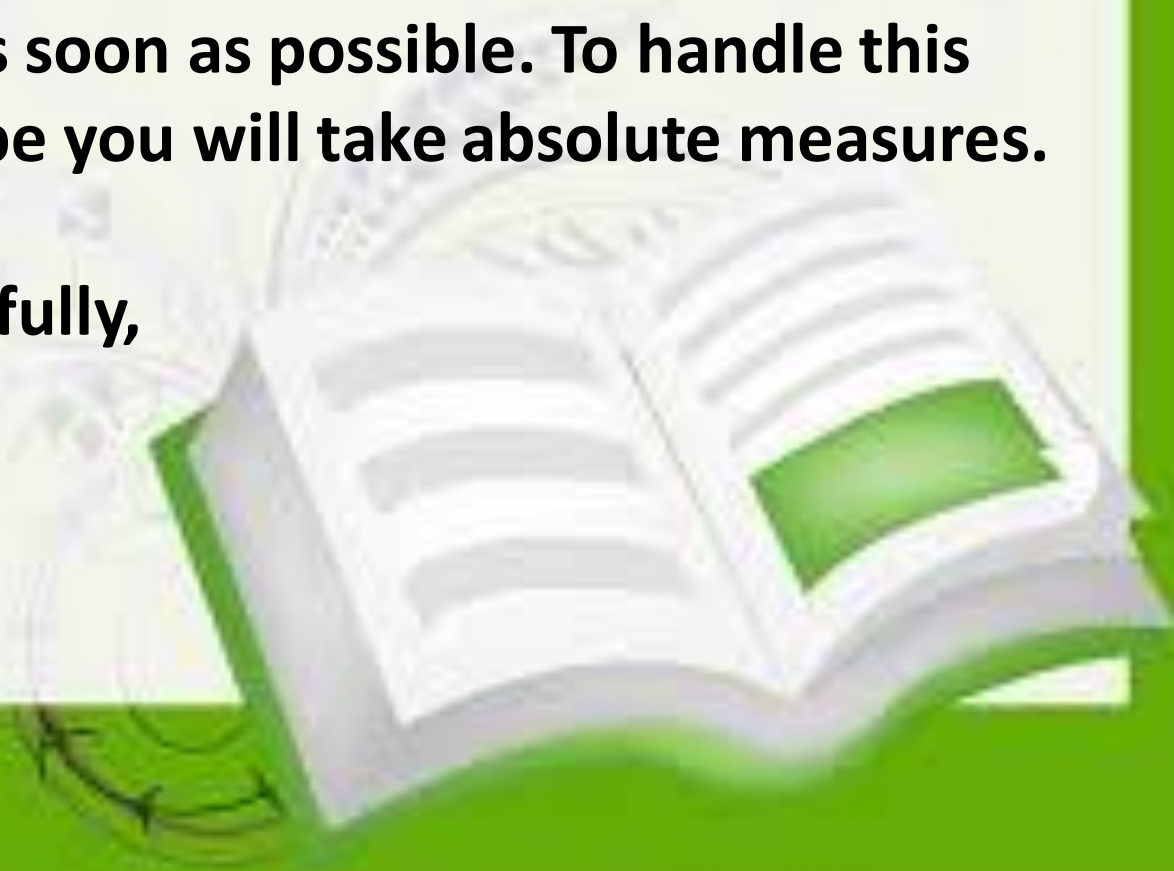
Respected Sir/Madam,

I, Pratyaksh, a resident of sector 14, want to bring your kind attention towards the menace of street dogs in our locality. Due to the number of street dogs, many people and especially children are facing problem in our locality. The dogs are in numbers and they form a group. They attack people in groups and makes it difficult even to step out of the house. Most of the time they run after the bicycles of children which causes them to speed up and results in an accident. Further, every night they bark which makes it difficult for people to sleep.

I would like to request you to look after this problem as soon as possible. To handle this issue, I hope you will take absolute measures.

Yours faithfully,

Pratyaksh



A close-up photograph of a desk under warm, low-key lighting. In the foreground, a yellow pen with a textured grip lies horizontally. Below it, a piece of paper with some faint text and a small illustration is visible. In the background, a small, ornate figurine sits on a dark surface. The overall mood is quiet and focused.

**Thanks for
watching**