



Writing Skill
Informal Letter
Class VIII

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The four foundational skills of language learning are :

- **Listening**
- **Speaking**
- **Reading and**
- **Writing**



These four language skills are sometimes called the 'macro skills'.

The four 'micro skills' of language learning are :

- **Pronunciation**
- **Grammar**
- **Punctuation**
- **Vocabulary and**
- **Spelling**



Writing Skill

Language is a medium of communicating our ideas, thoughts or feeling in the form of writing or speech.

Writing is an art of expressing our thought and views.

Writing skills mean the writer is to write down their thoughts/ideas/opinions/facts/stories etc. in a manner which makes their thoughts clear and comprehensible to the reader.

Good writing skills need to have

- ❖ Good vocabulary
- ❖ Correct grammar,
- ❖ Spellings and
- ❖ Perfect punctuation.



Different ways of written communications are:

- **Article Writing**
- **Essay Writing**
- **Dialogue Writing**
- **Letter Writing**
- **E mail Writing**
- **Notice Writing**
- **Advertisements**
- **Poster**
- **Paragraph Writing**
- **Story Writing**
- **Summary**





TYPES OF LETTER

Classification of Letter

Letters are broadly classified as:



Formal

Informal



Formal and Informal Letters

- A letter is, most importantly, a way of communicating with another person.
- Letters have many different functions and can be written in many different ways.
- The two main types of letter are formal and informal and although the two types of letter look the same they are different in terms of content (the stuff you write about) and the type of language used.



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Types of Informal and formal letters

Formal Letters	Informal Letters
Business letters	Thank you letter
Cover letters	Invitation letter
Letter to Editor	Get-well letters
Application to authorities etc.	Advice/ Suggestion letters etc.

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Comparison between Formal and Informal Letter

Basis for Comparison	Formal Letter	Informal Letter
Meaning	A formal letter is a letter, written in formal language, in the stipulated format, for official purpose.	A letter written in an friendly manner, to someone you are familiar with, is called informal letter.
Objective	Professional Communication	Personal Communication
Format	Written in prescribed format only	No prescribed format.
Written in	First person - Business letters, third person - others.	First, second or third person.

Comparison between Formal and Informal Letter

Basis for Comparison	Formal Letter	Informal Letter
Written to	Business, college/institute, employer, organizations, etc.	Friends, family, acquaintances etc.
Voice	Passive	Active
Sentences	Long and complex	Short and simple
Size	Concise	Large or concise
Contractions and Abbreviations	Avoided	Used



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