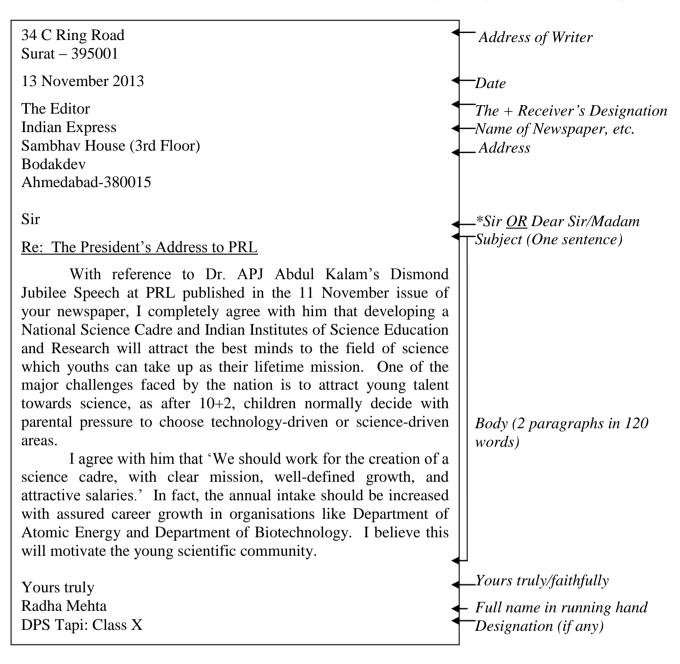# CBSE CLASS X: ENGLISH WRITING: LETTER

FORMAL LETTER

➢ Formal letters are written for official or business reasons. They usually follow the following format:

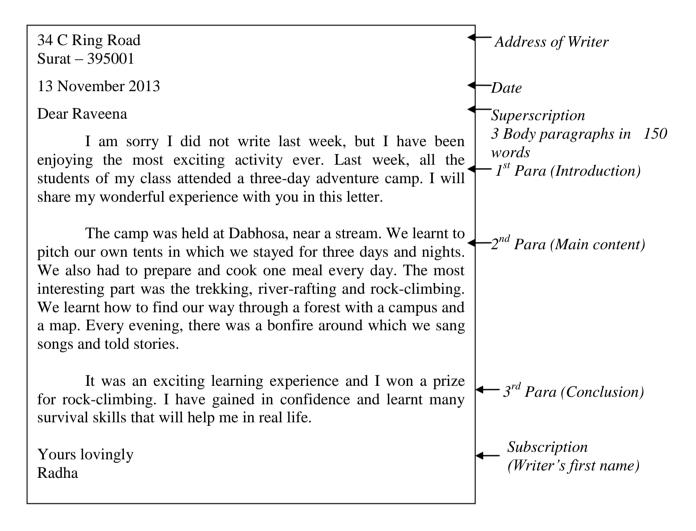|	
34 C Ring Road Surat – 395001	*Address of Writer*
13 November 2013	*Date*
The Editor Indian Express Sambhav House (3rd Floor) Bodakdev Ahmedabad-380015	*The + Receiver's Designation* *Name of Newspaper, etc.* *Address*
Sir	**Sir OR Dear Sir/Madam*
Re: The President's Address to PRL	*Subject (One sentence)*
With reference to Dr. APJ Abdul Kalam's Dismond Jubilee Speech at PRL published in the 11 November issue of your newspaper, I completely agree with him that developing a National Science Cadre and Indian Institutes of Science Education and Research will attract the best minds to the field of science which youths can take up as their lifetime mission. One of the major challenges faced by the nation is to attract young talent towards science, as after 10+2, children normally decide with parental pressure to choose technology-driven or science-driven areas. I agree with him that 'We should work for the creation of a science cadre, with clear mission, well-defined growth, and attractive salaries.' In fact, the annual intake should be increased with assured career growth in organisations like Department of Atomic Energy and Department of Biotechnology. I believe this will motivate the young scientific community.	*Body (2 paragraphs in 120 words)*
Yours truly Radha Mehta DPS Tapi: Class X	*Yours truly/faithfully* *Full name in running hand* *Designation (if any)*

➢ *For Editors, only 'Sir' or 'Madam' is used (omitting 'Dear'). In all other formal letters, excluding those to Magazines and Newspapers, the Superscription is 'Dear Sir' or 'Dear Madam'.

➢ The content varies according to the topic of the letter and is usually within 1-2 paragraphs (120 words or as specified).

➢ You must not omit or repeat any point of information.

➢ You must only write on the topic in the briefest possible manner, keeping within the word limit.

Contd…

INFORMAL LETTER

- The format is almost the same as in the formal letter except in these details:

- <u>Omit</u> the receiver's designation and address and the Subject.

- The salutation should be 'Dear Amit', 'Dear Mother', etc.

- The subscription is usually 'Yours lovingly' or 'Yours sincerely' followed by the writer's <u>first name only</u>.

- The body should be within 120 words (or as specified) and may consist of more than 2 paragraphs (as per the topic).

- Look at the sample given below:

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34 C Ring Road
Surat – 395001   ← *Address of Writer*

13 November 2013   ← *Date*

Dear Raveena   *Superscription*

    I am sorry I did not write last week, but I have been enjoying the most exciting activity ever. Last week, all the students of my class attended a three-day adventure camp. I will share my wonderful experience with you in this letter.   *3 Body paragraphs in 150 words*
1st Para (Introduction)

    The camp was held at Dabhosa, near a stream. We learnt to pitch our own tents in which we stayed for three days and nights. We also had to prepare and cook one meal every day. The most interesting part was the trekking, river-rafting and rock-climbing. We learnt how to find our way through a forest with a campus and a map. Every evening, there was a bonfire around which we sang songs and told stories.   ← *2nd Para (Main content)*

    It was an exciting learning experience and I won a prize for rock-climbing. I have gained in confidence and learnt many survival skills that will help me in real life.   ← *3rd Para (Conclusion)*

Yours lovingly   ← *Subscription*
Radha   *(Writer's first name)*

You can try writing these two letters for practice:

1. Write an informal letter to your friend describing your school life as s/he has taken admission and is shortly going to join.

2. Write a letter as a suitable candidate applying for the post of an IT Consultant in response to the following advertisement in your local newspaper today:

IT Consultant Wanted

Infosys, Bangalore seeks a full time **Network Consultant** to join our team in building our business and supporting our customers in Pune.

Salary Range: 35k-65k, depending on skills and experience. Standard business hours and local travel, with occasional off hours work when needed.

You should have:

- An MCA degree plus one or more of the following certifications: Cisco CCNP, Cisco CCSP, Citrix CCEA, VMware VCP, Apple Certified System Administrator (ACSA), Security certification(s) through RSA.
- In-depth knowledge on the management and deployment of Microsoft Network Operating Systems and Servers; Active Directory configuration and management, Hyper-V, Exchange, SQL Server, backup/recovery practices, hardware, and software; Backup Exec, Acronis, Online solutions
- Excellent verbal and written communications.
- Strong analytical and problem solving skills.
- 5 or more years of experience managing all aspects of an organization's Information Technology.

Hope this helps!