

Writing Letters

There are 2 types of letters.

- 1) Informal letters 2) Formal letters

Informal letters

- for personal purposes
- to our friends , family members , relatives etc.

Formal letters

- for official purposes
- for officers , professionals in organizations

Format

Informal letter

Address
Date
Salutation
Body of the letter
Close

Formal letter

Sender's address
Date
Receiver's address
Salutation
Subject of the letter
Body of the letter
Complimentary close

Informal letters

Read the letter and fill in the blanks using the words given in the box.

trip	family	visit	bath	February	fine
------	--------	-------	------	----------	------

No.25

School Lane

Galle

Dear Raj ,

How are you? Hope you are doing well. How are your (1) ...**family**..... members? I am (2) here.

I am writing this letter to tell you about a (3)..... We hope to go to Yala national park on the 2nd of (4) Please join us with your family. On our way to Yala, we will (5)..... the Dry Zone Botanical Garden , Safari Park and the harbour. Then we will go to Kataragama too. We hope to have a (6)in the Menik ganga and participate in the pooja.

Bye for now. Reply me soon.

Your friend

Kevin

Now write a similar letter to a friend. Use about 100 words.

Include:

- you hope to go Anuradhapura
- you will visit Sigiriya and Dambulla too
- other important things to do

Criteria for marking

- Content -3 Language- 3 Format & Organization – 2 Mechanics of writing -2

Formal Letters

The **ABC** in formal letter writing:

Accurate **B**rief **C**lear

O/L 2018

Your English teacher asked you to read some English story books after the exam. Write a letter to the manager of the Lake House Bookshop, Colombo asking for information about the books for children. Use about 100 words. Include:

- (a) The titles of the books available
- (b) the prices and discounts, if any
- (c) Mode of payment
- (d) mode of delivery

Write the numbers in order.

	Requesting information about the books
6	Thank you Yours Faithfully Hiranya Thennakoon
	Dear Sir
	No.32 Temple Road Nugegoda 25 th January 2021
	As our English teacher asked us to read some story books after the exam, I need to purchase some English books from your bookshop. I would be much obliged if you could send me the titles of the books available in your bookshop, mode of payment, the prices of the books and the mode of delivery. I am glad, if you could give me a reasonable discount for the books too. Please be kind enough to send me an early reply.
	The Manager Lake House Bookshop Colombo

You need to buy a computer for your online classes. Write a letter to the manager of ASL Technological Company, Colombo asking for information about the computers. Use about 100 words. Include:

- (a) different types of computers
- (b) prices and discounts, any
- (c) mode of payment
- (d) mode of delivery

