

OGUN DIGICLASS

CLASS: SECONDARY SCHOOL

SUBJECT: ENGLISH LANGUAGE

TOPIC: ESSAY WRITING

SUB-TOPIC: INFORMAL LETTER



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Objectives

define an informal letter.



know the features of informal letter.



know how to write an informal letter.



Features of an Informal letter



Address

Introduction

Body

Conclusion

Address

Block Format



2, Adeosun Street,
Ita Oshin,
Abeokuta,
Ogun State.
6th March, 2020.

Address

Slanting Format



2,Adeosun Street,

Ita Oshin,

Abeokuta,

Ogun State.

16th March,2020.

Body of the letter

The body of the letter should be written in paragraphs, paragraph must contain one major idea. The beginning of each paragraph must be properly linked. It must be cohesive and coherent.



I am back at school now and we are learning about the Egyptians. So far we have found out how they built the pyramids. I'm really looking forward to finding out how they made people into mummies. My teacher is really cool. What is your school like? What are you learning at the moment?

Dad told me today that we're going to Kaduna during the third term holiday. I am excited. I haven't been there before. We are going to the Sabongari Market and will stay in the capital. Are you going on holiday this year?

- Avoid the use 'firstly, secondly, thirdly' etc in linking your sentences rather, use also, in addition, furthermore etc. when linking same ideas together.
- **Language:** The language of an informal letter is **soft or loose**. This is because it allows the use of slang, idiomatic expressions, proverbs etc. as long as it is relevant to topic of discourse.
- Also, the letter allows the use of the **contraction** or shorten forms such as can't, won't, shouldn't, etc is allowed for use in informal letter. In addition, **note that abbreviations or codes which are used for note taking are not allowed**. e.g. 'cos' for 'because', 'u' for 'you', 'b4' for 'before' etc.

Conclusion

Yours sincerely,
Asake.

Yours affectionately,
Adebayo.

Assignment

Write a letter to your friend in another town telling him or her how you have been preparing for your SSCE at home.

Note:

Senior School Students

You are expected to write not less than 450 words.