



Letter Writing

Letter writing is another form of composition and is meant for communication between the writer and the reader. In a letter we generally express our emotional, Social and obligatory feeling to the other persons, who is away from ours. However, these days letter writing has not been in much practice, because of other quicker means of communication like - telephone, e-mail, telegrams etc. But in spite of all such communications writing letters has its own charm and reflects a more personalized touch of the writer for the reader.



Letters are divided into two parts. They are the following

Informal letters

Formal letters

Informal letters are. written to friends, relatives and parents.



The Format of Informal Letter



Self Address

Write self address at the left side. All that is needed is your street address on the first line and the city, state and pin on the second line.



Date

Put the date on which the letter was written in the format Month Day Year i.e.

August 15, 2013. Skip a line between the date and the salutation.



Salutation

Usually starts out with 'Dear' so and so.

NOTE: There is a comma after the end of the salutation (you can use an exclamation point also if there is a need for some emphasis).



Body

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.



Note

The body of a letter should be divided into three paragraphs. First paragraph should be introduction. Second paragraph must have the main content. And third paragraph for closing lines.



Closing

Let's the reader know that you are finished with your letter; usually ends with

Sincerely, Lovingly, and so on.



1. Read the following letter written by Dick to his friend Katherine inviting her on his birthday.

B-2

16th Oct, 2012

Times Street, New York

Dear Katherine

I hope this letter will find you in the best of your health and high spirits. As you know that my birthday falls on 20th October. My father is giving a grand party at my residence on this occasion. I have invited all my friends in this party. So through this letter I am inviting you to attend my birthday party with your family members. It would be a good opportunity to meet and celebrate with all the friends altogether. The party will begin at 8 p.m. You try to come a bit early. I am sure that you will not disappoint me. Please convey my regards to your parents.

Yours lovingly

Dick



Formal Letter



Self Address

Write self address at the left side. All that is needed is your street address on the first line and the city, state and zip on the second line.



Date

Put the date on which the letter was written in the format Month Day Year i.e. August 15, 2013. Skip a line between the date and the salutation. Receiver's designation and address:

Subject: Subject should be precise and concise



Salutation

Usually starts out with Dear Sir or Respected Sir.

Note: There is a comma after the end of the salutation (you can use an exclamation point also if there is a need for some emphasis).



Body

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.

Note: The body of a letter should be divided into three paragraphs. First paragraph should be introduction. Second paragraph must have the main content. And third paragraph for closing lines.



Closing

Let's the reader know that you are finished with your letter; usually ends with Yours Truly/ Faithfully, and so on.



2. See the following letter written by Steve to the Editor of a newspaper expressing his views about global terrorism.

C-7.2

October 15, 2012

Park Avenue

New Delhi

The Editor

The New Delhi Times

New Delhi

Subject: Expressing views on terrorism

Dear Sir,

Through the column of your esteemed newspaper I would like to express my views on the issue of global terrorism. In the twenty first century human beings are surrounded with many dangers. Terrorism is one of them. It has become like a giant monster which has been threatening the very existence of human being as there are apprehensions that terrorists might. Obtain biological and nuclear weapons. They are trying desperately to obtain these weapons. As they do not have any responsibility so they might not hesitate a bit to use it against any country of the world. So, now the time has come that the world leaders should work collectively to eradicate this evil, otherwise the days are not very far that the terrorists will ransack this world.

Yours Faithfully
Anmol Tyagi
