

Girls' High School & College, Prayagraj

Worksheet no. 8

Session : (2020 - 21)

Class 3 { A to F}

Subject: English Language

Topic : Letter- writing (Informal)

INSTRUCTIONS : Parents should ensure that the child understands the format of the letter- writing clearly. Thereafter, writes the letter on the mentioned topic below. The format should be followed correctly as the example given.

Writing an Informal Letter

(Example)

Complete this letter to thank your uncle for the lovely bicycle he gave you on your birthday:

Write about: •birthday present •colour •cycle rides

15, Circular Road,

Prayagraj. **your address**

15th March, 2019. **date**

My dear Uncle ,

I hope you are well.

I want to thank you , for the lovely bicycle that you gave me. It was my best birthday present . I was so happy when I got it. Red is my favourite colour, too.

I plan on going for long bicycle rides every morning. My friends will join me. We will have so much fun together. I will think of you every time, I ride my bicycle.

I hope you will visit me soon.

With loads of love,

Yours affectionately, **closing greeting**

Loveleen **your name**

When we send letters by post , we need to write the address of the person we are writing to on the envelope .This is how we write the address.

NAME OF THE PERSON : Mr.V.Daniel
H.No. NAME OF THE ROAD /STREET : 16/22 Beli Road,
NAME OF THE COLONY: Judges Colony,
NAME OF THE CITY: Prayagraj,
PIN CODE: 211002.

Exercise (1)

Complete this letter to your grandma about a friend's birthday party.


Write about – a) the friends who had come

b) the cake

c) the food you ate

d) the games you played

_____  your address

_____  date

Dear _____ ,

I hope you are well.

I want to tell you about _____

And then , _____ .We also _____
_____ .

_____  closing greeting

_____  your name

(When we send letters by post we need to write the address of the person we are writing to on the envelope. This is how we write the address.)

Name of the Person:

H.No , Name of the Road /Street:

Name of the Colony:

Name of the City :

Pin Code:

Exercise -2

By using the above format write a letter to your friend telling him about your new hobby:

(End)