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# Letter Writing Introduction

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Letter writing is a vital form of communication, especially when people are geographically distant. Historically, before telephones and emails, letters were the primary means of exchanging information. Developing letter-writing skills is essential for effective communication.

## Types of Letters

- **Formal Letters:** Used for official communication with public bodies or agencies, such as requesting certificates or informing address changes.
- **Informal Letters:** Personal letters written to friends and family for casual communication.

## Key Points in Letter Writing

- Purpose of the letter
- Person to whom it is addressed
- Tone to be adopted
- Completeness of the message
- Action required
- Conciseness of expression

## Practice Set

- **Level 1:** Define letter writing and its importance.
- **Level 2:** Differentiate between formal and informal letters with examples.
- **Level 3:** Explain the key points to keep in mind while writing a letter.

## Answer Key

- Letter writing is a method of communication between distant people.
- Formal letters are official; informal letters are personal.
- Key points include purpose, audience, tone, completeness, required action, and conciseness.

## Quick Reference

Letter writing = communication + purpose + audience + tone + clarity + action + brevity.

## Glossary

- **Formal Letter:** Official letter for business or government communication.
- **Informal Letter:** Personal letter to friends or family.
- **Tone:** The attitude or style of writing.

## Formal Letters

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Formal letters are written for official purposes and follow a specific structure. They are used to communicate with public bodies, organizations, or individuals in official capacities.

### Structure of Formal Letters

1. Introducing oneself if writing for the first time or referring to an earlier letter if responding.
2. Stating the purpose of the letter clearly.
3. Requesting action or providing information.
4. Urging action or offering assistance.

### Format of Formal Letters

1. Name and address of sender (often on letterhead).
2. Name and address of addressee.
3. Date of writing.
4. Salutation (Dear Sir/Madam, Dear Mr/Ms/Dr + Surname).
5. Reference to previous correspondence or subject line.
6. Content arranged in paragraphs.
7. Complimentary close (Thank you, Yours sincerely) and signature.

## Important Tips

- Use full-block style with all parts aligned left.
- Do not use commas after every line in the address.
- Avoid hackneyed expressions; personalize references.
- End letters politely without hanging participles.

## Example of Formal Letter Format

Ritu Patel  
Manager, Customer Services  
Vijayanagar Gas Company  
121, Ameerpet  
Hyderabad 500 016  
12 November 2005

Mr Shagun Thomas  
801, Vijay Apartments  
Begumpet  
Hyderabad 500 016

Sub: Your application No. F323 for a new gas connection

Dear Mr Thomas,

.....

With regards,  
Yours sincerely,  
Ritu Patel

## Practice Set

- **Level 1:** Write the format of a formal letter.
- **Level 2:** Draft a formal letter requesting a certificate from your school.
- **Level 3:** Write a formal letter complaining about water scarcity in your locality.

## Answer Key

- Formal letters have a fixed format including sender and receiver addresses, date, salutation, body, and closing.
- Request letters should clearly state purpose and required action politely.
- Complaint letters should describe the problem and suggest solutions respectfully.

## Quick Reference

Formal letter = sender address + receiver address + date + salutation + subject + body + closing + signature.

## Glossary

- **Salutation:** Greeting at the beginning of a letter.
- **Complimentary Close:** Polite ending phrase before signature.
- **Full-Block Style:** Letter format with all parts aligned left.

# Informal Letters

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Informal letters are personal letters written to friends, family, or acquaintances. The format is flexible and less rigid than formal letters.

## Format of Informal Letters

- Sender's address (usually top right corner).
- Date below the address.
- Salutation (Dear friend's name or Dear Sir/Madam if unknown).
- Body of the letter in paragraphs.
- Complimentary close (Yours affectionately, With love, All the best).
- Signature.

## Example of Informal Letter Format

Hyderabad  
12 November 2005

Dear Sujata,

.....

Bye,  
Yours affectionately,  
(Signature)

## Practice Set

- **Level 1:** Write the format of an informal letter.

- **Level 2:** Write a letter to a friend narrating your experience in a rescue operation.
- **Level 3:** Write an informal letter seeking information from an authority.

## Answer Key

- Informal letters have a flexible format with sender's address, date, salutation, body, closing, and signature.
- Personal letters should be friendly and expressive.
- Letters seeking information should be polite and clear about the request.

## Quick Reference

Informal letter = sender address + date + salutation + body + closing + signature.

## Glossary

- **Informal Letter:** Personal letter to friends or family.
- **Salutation:** Greeting in a letter.
- **Complimentary Close:** Polite ending phrase.

## Job Application Letter

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Job application letters are written in response to advertisements for employment. They are accompanied by a resume or curriculum vitae summarizing the applicant's qualifications and experience.

## Components of a Job Application

- **Resume/Curriculum Vitae:** Summary of personal details, academic qualifications, experience, skills, languages known, hobbies, achievements, and references.

- **Covering Letter:** Letter addressed to the employer expressing interest in the job, highlighting qualifications, and requesting an interview.

## Format of Curriculum Vitae

### CURRICULUM VITAE

Name:

Address:

Telephone Number:

E-mail ID:

Date of Birth:

Academic Qualifications:

Examination – Board/University – Subjects – Year – Division

Diploma in ...

Degree in ...

Experience:

Skills:

Languages Known:

Hobbies and Interests:

Achievements:

References:

## Sample Covering Letter

Your Name and Address

Date

The Manager

Human Resource Division

Wonderland Communications

South Street, Salem

Tamil Nadu

Dear Sir,

I would like to apply for the post of Customer Support Executive advertised in The Hindu dated 15 November 2005. I have completed my Diploma in Communication from the State Polytechnic. I am sincere, honest, hardworking, friendly, and have good communication skills.

I enclose my resume and look forward to meeting you in person.

Regards,  
Yours truly,  
(Signature)

## Practice Set

- **Level 1:** Prepare a resume for a job application.
- **Level 2:** Write a covering letter for a job application.
- **Level 3:** Draft a job application letter responding to a newspaper advertisement.

## Answer Key

- Resume should include personal details, qualifications, experience, skills, and references.
- Covering letter should mention the job applied for, qualifications, and a polite request for an interview.
- Job application letter should be formal, clear, and concise.

## Quick Reference

Job application = resume + covering letter + polite tone + clear purpose.

## Glossary

- **Resume:** Summary of qualifications and experience.
- **Covering Letter:** Letter accompanying a resume explaining the application.
- **Curriculum Vitae:** Another term for resume.

## Practice Activities

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1. Write a letter to the Registrar, Examination Branch, CBSE asking for your Roll Number card.
2. Write a letter to the President, Residents' Welfare Association suggesting measures to solve water scarcity.
3. Write a letter to the editor of a newspaper expressing views on law and order in your city.
4. Write a letter to your friend narrating your experiences in a rescue operation.
5. Write a letter to the Editor of a magazine describing a dance performance or art gallery visit.

## Answer Key

- Letters should be formal or informal as per the addressee.
- Clearly state the purpose and required action.
- Maintain polite and respectful tone.
- Use appropriate format and structure.

## Quick Reference

Practice writing letters on various topics to improve clarity, tone, and format.

## Glossary

- **Registrar:** Official responsible for examinations.

- **Residents' Welfare Association:** Local community organization.
- **Editor:** Person in charge of a newspaper or magazine.

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