



English

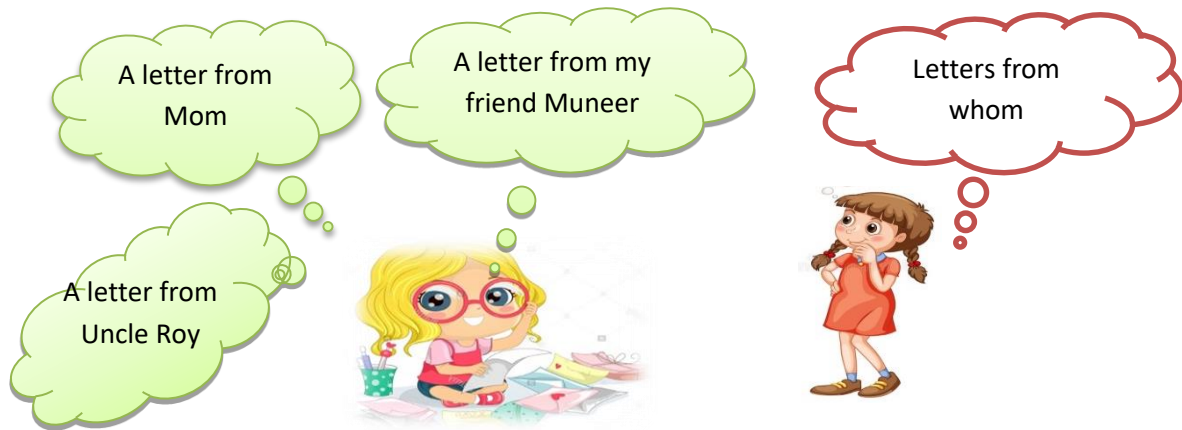


Self-Learning pack
Grade 8



Lesson-13

Let's write informal letters



Dear child, did you see? She has got many letters from her very close friends and relatives for her birthday. These types of letters are called informal letters. They have written these informal letters for personal purposes as;

- To congratulations
- To share great news or information
- To maintain the relationships
- To say about feelings etc.
- So, in this lesson I'm going to teach you how to write letters for personal purposes and at the end of this lesson you will be able to write informal letters. Follow the step 01 to 04. Go ahead!

LET'S SEE THE PARTS OF A LETTER

- ✓ Senders address
- ✓ Date
- ✓ Salutation
- ✓ Body of the letter
 - Opening paragraph
 - Message
 - Request (if any)
 - Closing remarks
- ✓ Complimentary close
- ✓ Name / Signature





Step 1: children, please read this sample letter and name the parts of the letter.

{ No.2758
 Stage 111
 Anuradhaura

13th November, 2020

Dear Razik, }

Thank you very much for your letter. It was great to hear from you after so many months. You seem to be having a nice vacation.

Thanks also for the new stamps. I absolutely loved that stamps and I pasted them in my album. My sister also started to collect stamps now. There's not much happening here. I am busy with my work.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon! }

Yours loving

Shane. }

} }
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Step 2: I think now you know the parts of a letter and let's arrange the following parts of a letter in the correct order and write the complete letter in the given space.

What have you been up to this vacation? I hope you are having fun. Let's meet soon. I can't wait to go to the beach with you. Write back if you can.

20th October 2020.

Dear Binura,

I'm sorry I couldn't write to you after a long time because I was busy with my examination. However, now I'm free

No.256
Main Street
Rantembe

These days I am having a great time at Rantembe. Yesterday we climbed "Gona Kanda". It's really a nice journey. We have planned a rafting tomorrow.

Yours loving
Senithu

Give my regards to your family



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Dear children, you have learnt the parts of a letter very well with the above activities. Now you can write your own letter with my guidance. Do you like to start? Then follow the step 3. Go ahead!



Step 3: Please read the following letter carefully and write a similar letter to your best friend using the given phrases.

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No.2/28,
Main Street,
Hambanthota.
20th October 2020

Dear Milan,

How are you doing? I hope you are in good health. Thank you for the English papers that you have sent to me.

Milan as you said, we can write story books in this special vacation. My parents are ready to help us. Let's start it. I like to write about nature. I'll start to write today itself.

By the way, we can donate our story books to our school library. The principal will proud of us. Let's do our best.

Please stay safe and healthy.

Yours friend,

Mahesh.



<u>How are you doing?</u>	How have you been? How's everything? How's it going? How are things going? What's going on? What's new? What's up?
<u>I hope you are in good health</u>	I'm good I'm doing well I'm doing fine I'm getting on well.
<u>English papers</u>	Photos Past papers Story books
<u>story books</u>	Poems fiction prose essays
<u>special vacation</u>	school vacation free time couple of moths
<u>My parents are</u>	Our teacher is My sister is My uncle is
<u>about nature</u>	animals friendship good habits our history ancient kings and queens
<u>write today itself.</u>	from tomorrow from next week during the weekend
<u>school library</u>	public library junior library
<u>The principal</u>	teachers parents friends
<u>Please stay safe and healthy.</u>	Hope to see you soon Give my regards to your mother May the triple gems bless you. God bless you Best wishes
<u>Yours friend,</u>	Sincerely, Sincerely yours Very sincerely Very sincerely yours Kind(est) regards Warm(est) regards.

Step 4: Now you can write your own personal letter with the given information. Read the following letter and imagine that you are Shanu and write a reply. Include the given details. :
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"Sisila"

2nd floor

Nature Breeze

Polonnaruwa.

30th October 2020

Dear Shanu,

How are you? I think you are getting on well. Couldn't write to you so, I'm very sorry.

I'm writing this letter to tell you good news. My father allows me to join the trip to Nuwara Eliya. I think we can have a good time in Nuwara Eliya in this vacation. Please tell me, what places we can visit in Nuwara Eliya? I don't know much about it. What should I bring?

Shanu, If you have a camera please bring it. My camera is not working. Let's meet soon. Stay safe and happy!

Yours loving

Malaka.

about Nuwara Eliya - places to visit - Victoria Botanical Garden,
 Haggala Botanical Garden,
 Gregory Lake,
 can have - Boat rides
 -Pony rides,
 It's very cold

Things to Bring - 3 jackets, caps , heavy clothes and a flask.

Did you enjoy the lesson? I hope you can write letters for your personal purposes now.

Let's join with another lesson later.

