

Writing a letter

WHICH ARE THE TYPES OF LETTERS WE ARE FAMILIAR WITH?

Which type of letter do we send to your class teacher?

Yes, it's an **official letter**. Or we could call it a **formal letter**.

Let us see how a child writes a leave letter to a teacher.

Harry

10 B

Delhi Public School

21st January, 2021.

Mrs. Gracy, The class teacher, 10B

Delhi Public School

Respected teacher,

SUB: Reason for availing leave

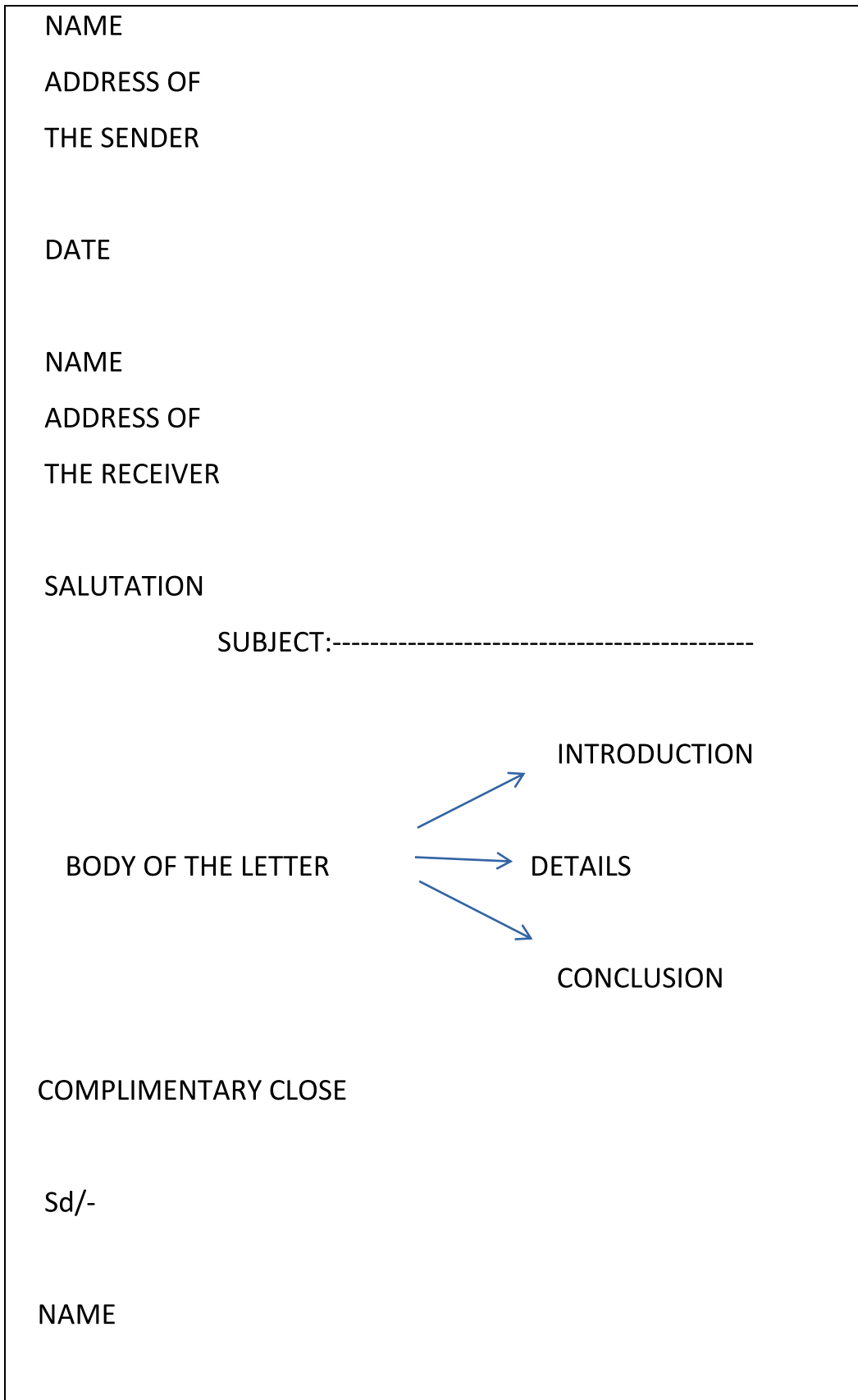
Teacher I am Harry studying in your class. I have been sick. So was not able to attend the class for two days. Please grant me leave for those days.

Thanking you,

yours sincerely,

Harry.

So now let us conclude from our letter the format of a formal letter.



See how simple it is. Now let us see how to attempt a letter from our text book.

According to the Prevention of Cruelty to Animals Act, if an animal is used for the purpose of entertainment, it shall be according to strict norms suggested by the Act. Imagine Ray writes a letter to the chairman of Animal Welfare Board of India informing him the details of the shoot and ensuring him that the rules will be strictly adhered to. Draft the likely letter.

Sathyajit Ray

Calcutta

21st January, 2021.

The Chairman

Animal Welfare Board

Govt. of India

New Delhi

Dear Sir,

SUB: Permission for using wild animal for shooting a film

This is to draw your kind attention to inform you that we are in need of your consent to use a tiger for shooting my movie 'Goopy Gyne Bagha Byne'.

I have already made contract with the Bharath circus for providing their tiger adhering to all rules. The ringmaster will of course assist us. And all the necessary safety measures will be conformed to.

I will be grateful to you if you kindly grant me permission. Looking for a speedy response and a positive reply,

Thanking You,

yours sincerely

Sd-

Satyajit Ray

Now, what type of letter do we write to a friend?

Yes, we write a **personal letter** or we could say an **informal letter**.

Now let us see a letter written by a student of class 10 to her friend during the Christmas vacation.

'SWAN'

B.C. Road

Beypore.

21st January, 2020.

Dear Sayana,

Hoping that my letter finds you in the pink of health. I have been thinking of writing to you. Have you visited any places? We have not been able to go anywhere due to my father's busy schedule. Anyway, my father has given me word that he would surely take us for a trip to Moonar before the school reopens. I am really excited to think about the trip. You ask your parents if you could come with us. Then we could really have a good time. Do let me know I will be waiting for your letter.

Do convey my love and regards to your parents.

Yours lovingly,

Chinnu.

Now let us conclude the format of the personal letter.

PLACE
DATE
SALUTATION
----- BODY OF THE LETTER-----

COMPLIMENTARY CLOSE
Sd/-
NAME

Things to remember while writing a letter.

1. Identify which type of letter is to be written.
2. Be aware of the context and purpose of writing the letter.
3. Identify the sender and receiver.
4. Follow suitable format.

Model Questions

1. The boy in the lesson Adventures in a Banyan Tree, is excited seeing the white squirrels

and shares his anxiety with his friend through a letter. Help him complete the letter.

2. While shooting his movie Goopy Gyne Bagha Byne Sathyajit Ray had to use tiger. According to

the Prevention of Cruelty to animals Act he had to get permission from the Chairman of Animal Welfare Board. Write this letter for him.

3. Imagine that there are many children who have similar experiences like that of Vanka. Write a letter to the editor of a newspaper describing the difficulties children have to face.

4. The management decides to change the policy regarding scholarship jacket. The teachers feel unhappy about this change and the Principal writes a letter to the management expressing his resentment. Write a likely letter.



Writing a Notice

Notices are a means of formal communication targeted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event this can be an invitation to a meeting, an announcement of any event, to issue certain instructions or make appeals.

What do we do when we have to announce or inform something to public or a group of people? Yes, we could do it by displaying a **notice**.

Let us look at a notice.

DELHI PUBLIC SCHOOL

NOTICE

‘THE MERCHANT OF VENICE’

21st January, 2021.

Dear friends,

The English Club of Delhi Public School has decided to stage a one act play based on the play The Merchant of Venice, by William Shakespeare. As a part of the annual day celebrations of the school, the members of the English Club have prepared the script and directed the play. Sri Kavalam Narayana Panicker, the renown poet and theatre personality has consented to inaugurate the staging of the play. All are welcome.

Secretary

English Club

PROGRAMME DETAILS

Date: 25-01-2021

Time: 4:00pm

Venue: School Auditorium

Welcome Speech: Secretary English Club

Presidential Address: Headmistress

Inauguration: Sri Kavalam Narayana Panicker

Felicitations: School Leader

Staff Secretary

Vote of Thanks: Joint Secretary, English Club

Now let us conclude the format of a programme notice.

ISSUING AUTHORITY

NOTICE

HEADING

DATE

----- BODY OF THE NOTICE -----

----- (DETAILS) -----

SIGNATURE

NAME

DESIGNATION

PROGRAMME DETAILS

DATE :

TIME :

VENUE :

(DETAILS)

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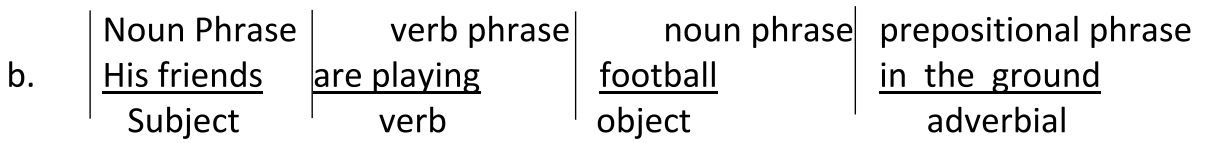
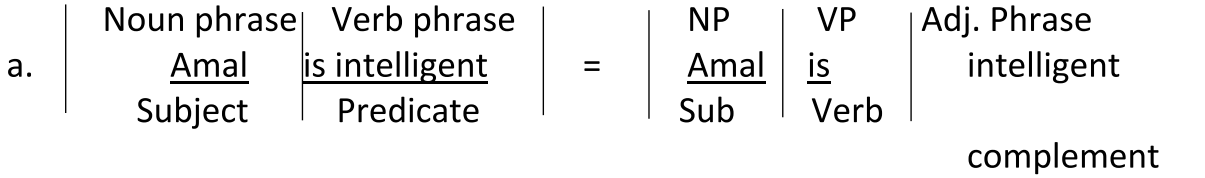
Questions

1. The Science Club of your school is conducting a seminar on the topic 'Need in Protection of Wild Animals'. Prepare a notice for the programme.
2. Martha is selected as the Scholar of the year' in her school. A programme is being organised to felicitate her and honour her with 'The Scholarship Jacket'. Prepare a notice with the programme details.

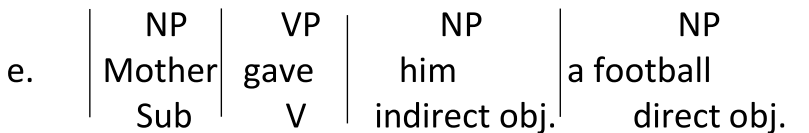
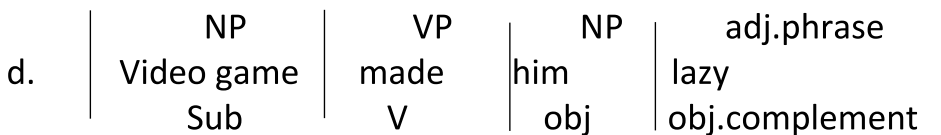


LANGUAGE ELEMENTS

1. Sentence Pattern:- Here we see the arrangement of phrases and words in sentences



Amal	Prep. Phrase came in white dress Adverbial
Prep.phrase Amal in white dress adjectival	looks handsome



2. Model questions:- Read the given sentences and prepare another 3 sentences in the same pattern.

1. Homeopath is smart (S+V+C)
2. He has many friends (S+V+O)
3. He meets them everyday (S+V+O+A)

Possible Answer

1. Ruskin Bond is a writer (S+V+C)
2. He wrote short stories (S+V+O)
3. He published them in journals (S+V+O+A)

2. Reported speech: It is used when we are in need of repeating someone else's utterance. As we expect a time difference, we use past form of the given verb.

Direct speech	Indirect Speech	Reporting Pattern
A. Reporting Statements		
"India starts Covid vaccination", said the minister.	The minister said <u>that India started Covid vaccination.</u>	(1) That (2) Subject (3) Verb (Past form) (4) Obj/compl/ adverbial
B. Reporting Yes/No Questions		
"Can we start vaccination tomorrow?", asked a journalist	A journalist asked <u>if they could start vaccination next day</u>	(1) If/whether (2) Subject (3) Verb (4) Obj/comp/adv
C. Reporting Wh - Questions		
"How do you store vaccine?", asked the reporter.	The reporter asked <u>how they stored vaccine.</u>	(1) Wh-qn word (2) Subject (3) Verb (4) Ob/Comp/ adverbial

Model questions

1. "Doctor, why do you look so scared?", asked his friend
"I saw a big snake in my room", said homeopath.
 - a. What did his friend ask?
 - b. What did homeopath reply?

Answers

- a. His friend asked doctor why he looked so scared.
 - b. Homeopath replied that he had seen a big snake in his room
2. "Bond, are you going to the banyan tree now?", asked grandmother.
"No, yesterday I saw a cobra fighting with a mongoose there", said Bond

- a. What did grandmother ask?
- b. What did Bond reply?

Answers


- a. Grand mother asked whether he was going to the banyan tree then.
- b. Bond replied negatively that he had seen a cobra fighting with a mongoose there the previous day.

3. Completing conversation

A. Preparing statements: - Here we follow the pattern: Subject + verb + Object /complement/Adverbial

- Masks + saved + many lives (S+V+O)
- Covishield + is + a Covid vaccine (S+V+C)
- We + will get + vaccine + soon (S+V+O+A)

B. Preparing Yes / No questions

Covid is a pandemic  Is Covid a pandemic?
--

Here we follow the pattern

- Helping Verb + Subject + main verb + object / complement / adverbial
- Did + masks + save + many lives?
- Is + covishield + a Covid vaccine?
- Will + we + get + vaccine + soon?

C. Preparing wh – questions

Pattern : wh – question word + helping verb + subject + main verb + object / complement / adverbial

- Where + is + she + staying ?
- When + did + he + reach + there ?
- What time + are + you + leaving + today ?

[Questions start with ‘who’ is an exemption. ‘who took my pen?’]

Where are you going? →wh – question Are you going? →Yes /No question

D. Preparing question tags: -

Question tags are added on to statements for asking listener's confirmation or agreement. A positive statement takes a negative tag and a negative statement takes a positive tag.

You are a dancer, aren't you?

Steps to form question tags

1. Write helping verb of the given sentence
2. Check whether the statement is positive / negative. Add 'not' after helping verb, if the statement is positive
3. Use a suitable pronoun for the subject given
4. Add a question mark

Examples

Covid is a pandemic, isn't it?

Many people have fought it well, haven't they?

But some of them couldn't succeed, could they?

Keralites wear mask daily, don't they? [wear -> do+wear]

[some exemptions (not following the above given steps)]

Let's go out, shall we?

Close the door please, will you?/won't you?

I am a dancer, aren't I?

E. Conditionals: They include a main clause and a conditional clause/ if clause. Mainly there are three types of conditionals. Let's see them: Imagine Vishnu wants to catch the 10. 0'clock train. His mother says:

- a. At 9 0'clock- Type I conditional (Possible situation)
(V1) (will + V1)
If you go now, you will get the train
- b. At 9.55 – Type II conditional (improbable situation)
(V2) (would + V1)
If you went earlier, you would get the train
- c. At 10.30 Type III conditional (impossible situation)
(had + V3) (would + have + V3)
If you had gone earlier, you would have got the train

Again, in zero conditional sentence, main clause and if clause are in simple present tense.

Children love you, if you treat them well.

F. Had better:- This phrase is used to give some suggestion or advice. It is followed by an infinitive (without 'to')

You had better cut your hair short.

Arjun had better not miss his classes again.

G. Would rather :- is followed by an infinitive (without ‘to’)

I would rather join the team.

She would rather work in a hospital.

Same subject + (base form) I would rather wear a mask	Different subject + (past simple clause) I would rather you wore a mask
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H. Would prefer :- is followed by ‘to’ + infinitive

She would prefer to return to United States

Model question : - Complete the conversation

Bond : Grandpa, I saw a mongoose, fighting with a cobra!

Grandpa : Really? _____?

Bond : Beneath the banyan tree. I have seen it just now.

Grandpa : You were standing close to them, _____?

Bond : No, I was in the tree.

Grandpa : God! if you had fallen down, _____.

Bond : I know. The cobra was a big one. But mongoose killed it.

Grandpa : But there may be more snakes. You had better

_____ .
Bond : But I like sitting there, I would rather you

_____ .
Grandpa : Okay, let me see

Possible answers

- a. Where did you see it?
- b. weren't you?
- c. the cobra would have bitten you there
- d. not go there / avoid going there
- e. came along with me

4. Editing : Editing of a paragraph can be done on four important levels: punctuation, spelling, grammar and theme. When we think of grammatical correctness in tenses, we may look for the following: -

1. Universal facts, habitual actions	Covid is a pandemic Masks are protective We wear masks daily
2. Present, continuous actions	Sita is wearing mask I am wearing mask All people are wearing masks
3. Past actions (with a time)	India started preventive

reference)	measures last year. All nations started preventive measures last year
4. Past, continuous actions (with a time reference)	I was following Covid protocol last year All people were following Covid protocol last year
5. Recent past events with a current effect	The government has given all instructions. (Singular subject -> has +V3) We have followed all instructions (Plural subject -> have + V3) [Exemption: 'have' is used with singular 'I' and 'you'.]
6. Old events	China had denied the responsibility of spreading pandemic All nations had criticized China
7. Future events	I will follow Covid protocol strictly All citizens will follow Covid protocol strictly

Model Questions

1. It was april afternoon. And the warm breezes of summer approaching had sent everyone, including Grandfather Indoor. I was feeling drousy.
Answer: a. April b. approaching summer c. indoors d. drowsy
2. It is a hot summer night about ten o' clock. I have my meal at the restaurant and returned to my room. I heard a noise above from as I opened the door. The sound was a familier one

Answer : a. was b. had
c. noise from above d. familiar

3. All us of are going to appear for SSLC examination. covid 19 has raised a lot of challenges to us. But it can't destroy our spirit. Now we have become more confidant instead.

Answer

- | | |
|--------------|--------------|
| a. All of us | b. Covid 19 |
| c. Couldn't | d. Confident |

5. **Phrasal verbs** : Phrasal verbs are verbs in the form of phrases.

Some examples

Break down – collapse	Come across / upon - find by chance
Break in- enter by force	Get over – recover from
Break out - begin	Give up – abandon an attempt
Call at – visit (a place)	Go on – continue
Call on – visit (a person)	Go through – examine carefully, suffer
Call off – cancel	Put forward – suggest
Carry on – continue	put on – wear
Keep on – continue	Put off – postpone
Look after – take care of	Put up with – tolerate
Look for – search for	Set off – start (a series of events)
Look out – be watchful	Set off / out – start a journey
Look over – examine	Turn down – reject
Make out - understand	Turn up – arrive
Put across - communicate	

Model question

Satyajit Ray and his team examined the forest area and selected a location. A group of people appeared suddenly there and started watching. Mr. Thorat stepped into van and brought tiger out. The tiger had worn a collar and a wire. Still it started prancing around. Thorat couldn't tolerate its tremendous enthusiasm.

Answer

- | | |
|----------------|--------------|
| a. looked over | b. turned up |
| c. got on | d. put on |
| e. put up with | |