

Handout for Informal Letter

Class VII, Module 2/2

- Informal letters are long and detailed.
- They can cover multiple topics and their format is not very rigid.
- They show that a person has taken the time and effort to communicate.
- They allow the writer to be creative, to use any format that best suits them, and to add images, photographs, charts, tables or whatever is relevant to the written piece.
- Think about these questions, why you are choosing to write to this person and what you want to tell them before you start writing.
- In Informal letter writing, what matters here is the emotion!
- The purpose of your letter is to factually recall happenings, how an incident made you feel.
- Editing helps with the tone of your letter.
- Use phrasal verbs, anecdotes, and real-life incidents to keep your writing upbeat and engaging!
- Just like in the formal letter, in an informal letter too all the parts of the letter are aligned to the left.
- Do not use commas in the address but do add one after the salutation.

Courtesy: XI, NCERT English text book, 'Hornbill'