

Letter Writing - Informal Letters

Chapter 6: Letter Writing - Informal Letters · Topic 1

Key Concept

An informal letter includes the sender's address, date, a friendly greeting, the main message, and a closing like 'Love' or 'Your friend.'

The tone of an informal letter is casual and friendly, unlike formal letters which use polite and professional language.

We write informal letters to share news, express feelings, invite someone to an event, or simply stay in touch with loved ones.

Practising informal letter writing helps us communicate our thoughts and feelings clearly to family and friends.

Quick Revision Notes

- Informal letter: address, date, greeting, message, closing.
- Example closing: 'Love' or 'Your friend.'
- Tone is casual and friendly.
- This differs from formal letters.
- We write to share news or feelings.
- Also for invitations or staying in touch.
- Practice improves communication skills.
- It helps express thoughts to loved ones.

Practice Questions

- 1 Write an informal letter to a friend about your holiday.
- 2 Write an informal letter inviting a cousin to your birthday.
- 3 Identify the parts of a sample informal letter.
- 4 Write a closing for an informal letter.
- 5 Discuss the difference between formal and informal letters.
- 6 Write an informal letter sharing good news.