

CLASS NOTES

Class: VII

Topic: Informal Letter Writing

Subject: ENGLISH

What is an informal letter?

Informal letters are **personal letters that are written to let your friends or family know about what is going on in your life and to convey your regards**. An informal letter is usually written to a family member, a close acquaintance or a friend. The language used in an informal letter is casual and personal.

How to write an Informal Letter?

An informal letter does not need to state something specific. It can be **written in an easy, conversational style**. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear one about.

Informal Letter Format

Address of the sender

Date

Dear (name of the person)

Body of the letter – 1st paragraph (Ask for the well- being of the person)

2nd Paragraph (The main reason to write the letter)

3rd Paragraph (Conclusion and end of the letter)

Subscription (Yours lovingly)

Writer's Name

Sample Letter – 1

Write a letter to your friend inviting him to spend his summer vacation with you .

100, Navyuva Apartment,
Bosebihar Avenue, Kolkata- 26

January 16, 2020

Dear Rudrashahi

It's been a long time since we met. How are you? I hope you are doing well? I hope this letter finds you in good health.

As you know that summer vacation has already started, I was thinking of spending the vacations together in Mumbai. I want to take you out on the city tour as well as introduce my friends and family . I would love to go out and have street food with you. We can enjoy some time near Marine Drive.

I am extremely excited at the thought of me and you spending the vacations together. I just hope that you share your response with me and let me know if it is possible for you to come to my place.

With lots of love,
Yours lovingly,
Sakhhi

Sample Letter – 2

Q. 2 Letter to a friend for a speedy recovery

106, Nilambar Apartment
Bosebihar Avenue, Kolkata- 26

January 16, 2020

Dear Mahesh

I hope this letter finds you in good health. Last week I got to know about your accident and I was highly depressed.

Thank God that he saved you from something very serious. Everything is going to be ok. I had a word with the doctor yesterday and he told me that there is nothing to worry about for the time being. Just a few more days in the hospital and you will be back home! I also had a talk with your mom and she was very upset with whatever has happened. But now she is happy that you are recovering.

I have good news for you. Your family and friends including me have decided to celebrate once you come back. My brother and other family members are also praying for your speedy recovery. Hope to see you soon and in good health!

Lots of Love,
Yours truly,
Aditya

Q. 3 You are Raj. Write a letter to your friend informing about the pet you bought recently and describe how animals are human's best friends. (150 words)

(To Practice in English Copy)

Poem- DON'T QUIT

By Edgar Albert Guest

B. Answer these questions in 30-40 words each:-

1. When does the road seem uphill?

Ans- The road seems uphill when things go wrong, funds are low, debts are high and even though a person wishes to smile, he has to sigh.

2. What advice does the speaker give when worries put too much pressure on us?

Ans- The speaker advises to pause or take rest for a while when worries put too much pressure on us and look for solutions rather than thinking about quitting.

3. What does the speaker say about failure?

Ans- The speaker says that failure comes about when people quit. A person should not give up if the pace seems slow as success may come in the next attempt. Success is failure turned inside out.

4. Can the pace of our life remain steady always? Give a reason for your answer.

Ans- No, the pace of our life cannot remain steady always.

The pace might be slow at times and one should not give up then. We should keep trying as success may be just round the corner.

5. Why does the speaker ask us not to give up even if the pace of our progress seems slow?

Ans- The speaker asks us not to give up even when the pace of progress is slow as success may be near even though it might seem far.

D. Read these lines from the poem and answer the questions that follow:-

1. And many a failure comes about

When he might have won had he stuck it out;

a. Explain these lines in your own words.

Ans- These lines mean that perseverance leads to success.

b. What quality does the speaker advocate in these lines?

Ans- The speaker advocates the quality of determination in these lines.

c. Give a reason why you agree or do not agree with the speaker.

Ans- I agree with the speaker. If we always think of giving up, we will never be successful. Hard-earned success tastes sweeter and worthier than one easily achieved.

2. Success is failure turned inside out-

The silver tint of the clouds of doubt,

a. What is the 'silver tint' in 'the clouds of doubt'?

Ans- The 'silver tint' in the 'clouds of doubt', has been referred to 'success' which is about to be achieved.

b. How can success be 'failure turned inside out'? Explain.

Ans- Success can be 'failure turned inside out' as failure paves way for success through hard work and resolve. Success often does not come without failure. Failures then become the pillars of our success.

c. Use the words 'tint' and 'doubt' in sentences of your own.

Ans- There is a tint of blue on the white wedding gown.

We should never doubt our own abilities to achieve success in life.



