**25th May, 2020 JESUS AND MARY SCHOOL AND COLLEGE MODULE 2**

**Class –IX**

**ENGLISH LANGUAGE**

**LETTER WRITING**

**INTRODUCTION -**

One of the most popular methods of communicating with friends, relatives living at a distance is through letters. Letters help us to convey our feelings and thoughts to our friends and relatives who are far away. Through letters we can communicate with business firms, officials and also express our thoughts in newspapers. They are the easiest ways of communicating our emotions and conveying information even in this modern age.

**KINDS OF LETTERS**

There are two kinds of letters.

1. Informal Letter – Friendly letters are called Informal letter. They are written to parents, friends and relatives.
2. Formal Letter – Official letters are called Formal letter. They are written to authorities, dignitaries, seniors, anyone holding an office, editors etc.

( Note :- Dear student in the examination you will have to write a letter from a choice of two subjects requiring either a formal or an informal mode of treatment.)

Today we are going to discuss about Informal Letters and how to attempt them .

1. Informal Letters **( Personal )**

 The letters which are written to friends, family members, relatives, etc. are called informal letters .

 Purpose for writing informal letters

1. Expressing Joys or sorrows.
2. Sharing some personal information.
3. Sending invitations, accepting them.
4. Giving suggestions or advice.

Format of an informal letter

* 1. Sender’s Address :

The sender’s address is written at the top left - hand side of the page. Do not write your name above the address.

Example :

312, Shiv Villa ( House Number and name if any)

City Palace

Balrampur – 271201

Leave one line

* 1. The Date : ( Don’t write the word “ Date ”)

 The date should be written in the following ways.

Example : 25th May, 2020 or May 25,2020

Leave one line

* 1. Greeting or salutation:

 Greeting comes after the date and is written on the left hand side of the page .Since you know the

person you are writing to, the greeting can be informal as well.

Example : Dear Father, Dear Uncle, Dear Neha, My dear Ravi, Dear Mr. Singh, etc.

Leave one line

* 1. Opening Sentences :

 Opening sentences can be :-

1. I was extremely glad to hear about your result -------
2. Received your letter yesterday and was shocked to know that –----
3. I was extremely sorry -----
4. Heartiest congratulations for doing so well in your exams.
5. I want to say thank you for ---------

5. The body of the letter :

1. The subject matter comes under this head.
2. It should have paragraphs like any other composition.
3. Make sure you answer all the important parts that have been asked in the question.

 6. Concluding Sentences:

 They may be in the form of conveying love and respect to the family members.

 Examples :

1. I am looking forward to your visit.
2. Give me regards to all at home.
3. Please do keep in touch as you know you are very dear to me.
4. Do reply as soon as you can.
5. My best wishes are always with you and your family.

7. Subscription or Leave taking:

 It depends on the relationship. Leave taking may be as follow :

 Yours lovingly, Yours sincerely, Your loving friend etc.

8. You should not write your full name. Use only your first name to sign off personal letters.

Example : Rishabh / Poonam

**FORMAT AND MARKING SCHEME FOR AN INFORAL LETTER**

Sender’s Address

Pahalwara Balrampur - 271201 - ½ Mark

Leave one line

Date

25th May, 2020 - ½ Mark

Leave one line

Salutation

Dear Mother - ½ Mark

Leave one line

Topical Sentence

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 Main body of the letter (Content + Expression) - 2 ½ Marks + 5 Marks

Leave one line

Subscription

Yours lovingly - ½ Mark

Neha - ½ Mark

**Worksheet - 1**

Write one of the following :

1. Your younger brother who has just moved to a hostel, is not able to adjust very well there. Write a letter to him advising him how to settle in a new environment.
2. Write a letter to your friend congratulating him / her on his/ her success in class 12 board exam.

**GRAMMAR**

**COMPARISON OF ADJECTIVES**

An adjective changes in form to show comparison. Such changes in form are called degrees of comparison.

There are three degrees of comparison -Positive, Comparative and Superlative.

1. Positive Degree is the adjective in its simple form. It is used when no comparison is made, as:
2. Pinki is a beautiful girl.
3. This is a big room.
4. The Comparative Degree is used when two things/ set of things are compared, as:
5. Rahul is stronger than Ravi.
6. Apple is sweeter than orange.
7. The Superlative Degree is used when more than two things are compared, as:
8. Rahul is the strongest boy in his group.
9. Apple is one of the sweetest fruits.

**INTERCHANGE OF DEGREES OF COMPARISON**

**Keywords**

1. Positive Degree – as good as
2. Comparative Degree – better than
3. Superlative Degree – the best

Example 1 –

Positive - Geeta is not as strong as Neha.

Comparative - Neha is stronger than Geeta.

Example 2-

Comparative - China is larger than India.

 Positive India is not as large as China.

( Note : Whentwo things or persons are compared, they do not have a superlative form.)

Superlative sentences – Type 1 : Direct superlative :

Superlative can be changed into both comparative and positive.

Example :

 Superlative - Kanpur is the biggest city of U.P.

 Comparative - Kanpur is bigger than any other city of UP.

 Positive –No other city of UP is as big as Kanpur.

Type 2 : Sup. – One of the -----------

Example :

Superlative- Priti is one of the tallest girls in the colony.

Comparative - Priti is taller than most other girls in the colony.

Positive-Very few girls in the colony are as tall as Priti.

**Worksheet No. 2**

 Change the degree of comparison without changing the meaning.

1. The aeroplane flies faster than birds.
2. Hyderabad is one of the biggest of Indian cities.
3. Poonam is more beautiful Kiran.
4. Australia is the largest island in the world.
5. Very few novelists are as great as R.K. Narayan.
6. This is one of the hottest districts in India.
7. It is better to starve than beg.
8. Helen of Troy was more beautiful than any other woman.
9. Rahul is the tallest boy in the class.
10. Gold is one of the precious metals.

(Note :- Please do all the work in your note books which will be checked when the school reopens. Please consider this important.

 The solution to this worksheet will be provided in the next upload.

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Solution of Module 1st uploaded on 11th May, 2020

Exercise

1. Were the dishes washed by you?
2. Mangoes are not grown here by us.
3. Why are you beaten by your parents?
4. By whom will your application be forwarded?
5. A noise was heard by the Principal.
6. All our vegetables are bought at the market by us.
7. A lion has been shot by him.
8. All these books shall have been read by me.
9. The card is being loaded by three men.
10. A sweater has been knitted by her.

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