**8th June, 2020 JESUS AND MARY SCHOOL AND COLLEGE MODULE - 3**

**Class–9 (ENGLISH LANGUAGE)**

**TOPIC – LETTER WRITING**

**NOTE** – Dear students, we have already discussed about Informal letters in Module 2. Today we are

going to discuss about Formal letters and how to attempt them.

**FORMAL LETTERS**

Official letters are called Formal letters .They are written to authorities, dignitaries, seniors, anyone

holding an office, editors etc.

**Purpose for writing Formal letters**

1. Asking or giving information.
2. Placing orders or cancelling orders.
3. Registering complaints or replies.
4. Making inquiries.
5. Creating awareness of some social issues for public interest.

**Points to remember while writing a formal letter**

1. Formal letters should be brief and to the point.
2. Express your views in clear way so that the person knows what exactly you want to say.
3. Maintain necessary formal tone.

**FORMAT OF A FORMAL LETTER**

|  |
| --- |
| **1. Sender’s Address :** |
| The sender’s address is written in the same way as in the Informal letters at the top left - hand side of the page in the ‘BLOCK FORMAT’. |
| (Leave One Line) |
| **2. The Date:**  ( Do not write the word ‘DATE’) |
| The date should be written in the same way as in the Informal letters. Example: 8th June, 2020 or June 8, 2020. |
| (Leave one line) |
| **3. Receiver’s Address:** |
| The address is written after the date on the left- hand side of the page. |
| Example : |
| The Manager, |
| Bank of India, |
| Veer Vinay Chowk Road, |
| Balrampur – 271201. |
| (Leave one line) |
| **4.Salutation or Greeting:** |
| The greeting should be written in the following ways :- |
| Examples: Dear Sir ( To a man ) |
| Dear Madam ( To a woman) |
| Dear Sirs ( To a Business firm) |
| Dear Mr. Singh or Dear Dr. Pramod ( To any known person) |
| (Leave one line) |
| **5.The Subject:** |
| The subject is generally written with the purpose of informing the receiver what the body of the letter is about. It must be written in one line as short as possible. |
| Examples : |
| Subject: To issue a duplicate pass book. |
| Subject : Order for furniture |
| (Leave one line ) |
| **6. The Body of the letter:** |
| **1.** You should make an immediate reference to the subject in the opening sentence of your letter. |
| Examples : |
| I would like to draw your attention to………………………………………… |
| **2.** The body of the letter should be divided into paragraphs. |
| **3**. The last paragraph should end with a complimentary close. |
| Examples: |
| **1.** Hoping to receive a prompt reply from you. |
| **2.** Early response will be highly appreciated. |
| (Leave one line) |
| **7.The Subscription or Leave taking:** |
| The subscription which is most commonly used is “Yours faithfully” or “Yours truly” followed by a comma. Please note that there is no apostrophe (’) in the word “Yours”. |
| **8. The Signature:** |
| It is written below the subscription and you must write your full name. |
| Example : |
| Yours faithfully, |
| Preeti Srivastava. ( Full name ) |
| ( Designation if any ) |

**FORMAT AND MARKING SCHEME OF A FORMAL LETTER**

|  |
| --- |
| **Sender’s Address** |
| Near Bhandar Khana, |
| Purab Tola, |
| Balrampur – 271201. - ½ Mark |
| (Leave one line) |
| **Date** |
| 08th June, 2020 - ½ Mark |
| (Leave one line) |
| **Receiver’s Address** |
| The Manager, |
| State Bank of India, |
| Gomti Nagar, |
| Lucknow – 226010. - ½ Mark |
| (Leave one line) |
| **Salutation** |
| Dear Sir / Madam, - ½ Mark |
| (Leave one line) |
| Subject: …………………………………… |
| (Leave one line) |
| **Topical Sentence**  …………………………………………………………………………………………………………………………………….……………… |
| **Main body of the letter (Content + Expression)** - 2+5 Marks  ………………………………………............................................................................................................................................................................................................................................................................ |
| **Concluding sentence in the last paragraph** |
| (Leave one line) |
| Subscription or Leave taking |
| Yours faithfully, - ½ Mark |
| Rishabh Kumar Srivastava ( Full name ) - ½ Mark |
| ( Designation if any ) |

**Worksheet No. 1**

Write one of the following:-

1. Write a letter to the head of the sports department of your school requesting him to conduct a separate trial for you as you missed the trial due to your sister’s wedding.
2. Write a letter to the Editor of the Hindu newspaper expressing your views about the increasing fuel prices.

**Grammar – Active and Passive Voice (Imperative Sentences)**

Dear students, you were taught Assertive and Interrogative sentences of Active and Passive Voice in Module No. 1.Today Imperative sentences will be explained to you.

**B - Imperative Sentences**

**Rules**: 1. Let be or should be is used in the passive voice.

2. 3rd form of the main verb is used in the passive voice.

3. The agent ‘by’ is not used in the Imperative sentences of Passive Voice.

**Examples**:-

**Type-1: Positive Sentences**

a) A.V. Close your eyes.

P. V. – Let your eyes be closed.

Or

Your eyes should be closed.

Or

Modern English – You are ordered to close your eyes.

b) A.V.Bring the keys to the room.

P. V. – Let the keys be brought to the room.

Or

The keys should be brought to the room.

Or

Modern English – You are ordered to bring the keys to the room.

***Note:*** *In Modern English ‘You are ordered ……………’ is used because in the both examples the*

*sense of the sentences is an ‘Order ‘*

**Type-2: Negative Sentences**

a) A.V. – Do not insult the poor.

P.V. – Let the poor not be insulted.

Or

The poor should not be insulted.

Or

Modern English - You are advised not to insult the poor.

Or

You are forbidden to insult the poor.

***Note****: ‘Not’ will always be used before 'be'.*

**Type-3: A request type of sentences –**

a) A.V. – Please help us.

P. V. – You are requested to help us.

b) A. V. –Kindly speak the truth.

P. V. – You are requested to speak the truth.

***Note****: “You are requested to”……………. is used in place of “Please” or “kindly” and “let be” or*

*“should be” is not used in such type of sentences.)*

**Some special sentences**

**Examples:-**

1. A.V: Stand up. (Order)

P .V: You are ordered to stand up.

1. A.V: Work hard. (Advice)

P.V: You are advised to work hard.

1. A.V: Roses smell sweet.

P.V: Roses are sweet when smelt.

1. A.V: Honey tastes sweet.

P.V: Honey is sweet when tasted.

1. A.V: It is time to take tea.

P.V: It is time for tea to be taken.

**Worksheet No.2**

**Change the following sentences into passive voice.**

1. Close the door.
2. Respect your elders.
3. Love the animals.
4. Do it just now.
5. Sugar tastes sweet.
6. Please sit down.
7. Please do not tell a lie.
8. Avoid the easy solutions.
9. It is time to close the shops.
10. Give the command.

**Note**: Please do all the work in your notebooks which will be checked when the school reopens.

Please consider this important. The solution to this worksheet will be provided in the next

upload.

**Solution to Module 2 uploaded on 25th May 2020.**

**Exercise**

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 than 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. Helon of Troy was more beautiful than any other woman.
9. Rahul is the tallest boy in the class.
10. Gold is one of the most precious metals.

**Solution**

1. Birds do not fly as fast as the aeroplane.
2. Hyderabad is bigger than most other Indian cities. / Very few Indian cities are as big as

Hyderabad.

1. Kiran is not as beautiful as Poonam.
2. Australia is larger than any other island in the world. / No other island in the world is as large as

Australia.

1. R. K. Narayan is one of the greatest novelists. /R. K. Narayan is greater than most other novelists.
2. This district is hotter than most other districts in India./ Very few districts in India are as hot as

this one.

1. To beg is not as good as to starve.
2. Helen of Troy was the most beautiful woman. / No other woman was as beautiful as Helen of

Troy.

1. Rahul is taller than any other boy in the class. / No other boy in the class is as tall as Rahul.
2. Gold is more precious than most other metals. / Very few metals are as precious as gold.

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