



মিণিষ্ট্ৰীওফ এডুকাশ্যন (মণি)

DEPARTMENT OF EDUCATION (S)

Government of Manipur

ENGLISH COMPOSITION LESSON 1- LETTER WRITING

NOTES

Letter writing

A brief description

Letter writing is an important part of communication or a written message that takes place between two persons or groups i.e., the sender and the receiver. It is still an indispensable part of communication.

There are two major types of letter writing. They are :

- i) Formal letter, and
- ii) Informal letter.

Different kinds of letter

1. Private and Personal letter
2. Business letters, Official letter
3. Social letter
4. Letter to the Press/Report.

Different ways of writing the date

- ❖ 2 January 2020
- ❖ 2nd January 2020
- ❖ January 2, 2020
- ❖ January 2nd, 2020
- ❖ 2-1-2020
- ❖ 2/1/2020
- ❖ 2-1-'20

(NB: The preferred British style is '2 January 2020'. Americans generally begin with the months followed by the date and year)



Using Envelope or Postcard

Write the address on the envelope or postcard clearly:

To Mr. XYZ Principal M.K. COLLEGE .	POSTAGE STAMP
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Types of Letter

I. Formal Letter:

A formal letter is one written in a formal language and follows a certain stipulated format. Such letters are written for official or business purposes. It also includes leave application, letter to the editor/media, job application, letter of complaint etc.

Rules to follow while writing formal letter :

- i) It must be short and precise.
- ii) It must be restricted to one or two main points.
- iii) We have to make the language as clear and logical as possible.
- iv) It must be written in paragraph.
- v) We must avoid using ambiguity as far as possible.



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Given below are some words and phrases which should better be used :

Avoid use of the following	Instead, use the following
1) Query	Request, enquiry
2) I beg to state that	I wish to say
3) After dialogue with you	After talking to you...
4) Sensitive factors	Causes
5) Optimum advantage...	Greatest benefit/advantage
6) Answer in the affirmative	Yes
7) In (accordance/compliance)	Is required by...
8) Pursuant to your agreement	As we agreed
9) In the majority of instances	Usually ...
10) Notwithstanding the fact that	Although, Even though etc.

Format of a formal letter

Sender's Address Date Receiver's Address Subject:- Salutation/greeting Body of the letter Sender's signature
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II. Informal Letter:

Informal letter are the type of letter that we write to our friends, relatives or family. In informal letter, the language is casual.

Format of Informal Letter

