



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore – 641 107



AN AUTONOMOUS INSTITUTION

Accredited by NBA – AICTE and Accredited by NAAC – UGC with 'A' Grade
Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai

LETTER WRITING

This type of personal writing is represented by personal correspondence, thank you letters, letters of congratulation or condolences. All of these can be printed or handwritten. Formatting of a personal letter is similar to business one, but the differences are in style and punctuation.

1. The heading in the upper right corner may consist of an address and date. We do not use punctuation at the end of the heading lines.
2. The salutation placed at the left-hand margin is rather friendly and informal. We do use comma here, e.g. Dear Gran, Beloved Mum, Dearest Susie,
3. The body may consist of one or more paragraphs, dealing with personal topics.
4. The complimentary close is followed with a comma: e.g. Love, Jane Sincerely yours, Tom Yours.
5. Signature is written below the complimentary close

PHRASES

The words and expressions below are often used by native speakers when writing to friends and relatives. Using them will help you write in an informal style and will also help you organise your letter into clear paragraphs.

Starting your letter (Paragraph 1)

Thanks for your letter.

How are you?

How are things?

Hope you're well.

Commenting on something (Paragraph 1)

I'm sorry to hear/learn ...

I'm so pleased to hear ...

It's great to hear ...

What wonderful news about ...

Moving the topic on (Paragraph 2)

Anyway, the reason I'm writing ...

I thought I'd write to tell/ask you

Ending your letter (Paragraph 3)

Well, that's all for now

Write back soon

Looking forward to hearing from you again

All the best

Best wishes

See you soon

Take care

Yours

Lots of love



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Example:1

676, Gandhi park
Purasivakkam, Chennai.
1st May 2017

Dear Ram,

Sorry for not writing earlier but I've been studying very hard for my English exam. Thank God I passed it!

I'm writing to thank you for letting me stay with you and your family last Christmas. It was such a wonderful week that now it's hard for me to go back to the routine!

Chennai is a gorgeous city but I know that a week is not enough time to discover all that it has to offer.

The sightseeing tour was fantastic and I really loved 'Marina beach!'. I miss the long hours we spent having some tea with your grandmother while she was telling us old stories. I'm sure my English is better now thanks to her!

For the last two months I've been making a lot of arrangements and I think I'll be able to move to my new house next weekend. I'm really looking forward to showing it to you!

That's all for now. I must start my homework for my English class. The teacher wants us to write an informal letter to a friend and I don't even know how to begin! Please write soon and tell me all your news.

Give my love to your family.

Best wishes.

Lola



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CONVENTIONS

Conventions are not as critical as they are in a formal correspondence but the following general layout should be adhered to:

Addresses:

1) Your Address

You must always remember to include your own address on the top right-hand side of the page. This will enable the person that you are writing to, to be able to reply.

2) The Address of the person you are writing to

This address should be displayed beneath your address on the left-hand side, remember to include the name of the person that you are writing to.

Date:

This should be displayed on the right-hand side of the page on the line beneath your address and should be written in full format:

e.g. 1st January 2001

Salutation & Greeting:

Dear Mr Suresh,

The above shows the format of the greeting line. The salutation formats are shown below:

Mr - for a male

Mrs - for a married female

Miss - for an unmarried female

Ms - for a female whose status is unknown or would prefer to remain anonymous

Dr - for a person with the status of a doctor

The salutation should be followed by the surname only (not the first name).

Concluding:

1) Yours sincerely,

You should conclude with the words: "Yours sincerely".

Followed by:

2) Your signature

Sign your name, then print it underneath the signature.

You may wish to conclude with something more friendly e.g. "All the best", "Best regards," etc.



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Guide Layout

The example below details the general layout that a personal letter should conform to. Each aspect of the is detailed more fully below the image.

Sample:

The address of the person you are writing to should be displayed on the left just beneath your address

Your Address: Should be displayed in the top right corner

The date should be displayed just below your address on the right

Your greeting should be displayed on the left just beneath the date

This is where you sign off; yours faithfully or yours sincerely

This is the main body of your letter

This is where you sign and print your name

The sample letter contains the following text:

From: [Name]
[Address]
[City]
[State]
[Pin Code]

To: [Name]
[Address]
[City]
[State]
[Pin Code]

Date: [Date]

Dear [Name],

[Main body of the letter]

Yours faithfully,
[Signature]

[Name]
[Address]



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Sample:1

Informal Invitation letter.

Address.

Date.

My dear Suresh,

I am glad to inform you that the marriage of my younger brother Vikram comes off on Month, date, at time. You are cordially invited to attend the auspicious occasion and bless the newly weds.

Yours sincerely,

Name.

Sample:2

Congratulating some one

Address.

Date.

My dear Suresh,

Congratulations! What a remarkable accomplishment! Just completing the marathon would have been something to brag about, but to win it! Well done.

I'm sure there must have been many times when you wanted to give up, or when spending time doing other things may have seemed more attractive than training, but your hard work and diligence have certainly paid off.

I am sure we will be seeing and hearing a great deal more about your achievements in the future. Keep up the good work.

Yours sincerely,

Name.



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Sample: 3 Thanking some one

Address.

Date.

My dear Suresh,

Thank you very much for coming in last Saturday to help us get our new product shipped on time. It was close, but we met our deadline, thanks to you and the others who gave up part of their weekend to help out. Your dedication and hard work are greatly appreciated. Employees like you are what make the Doe Corporation great

Yours sincerely,

Name.

Letter Writing

1. Write a letter to your friend inviting him to your college cultural programmes.
2. Write a letter to your father describing a recent cricket match in which your team has won.
3. Write a letter to your mother sharing your hostel experience.
4. Write a letter to a friend you haven't seen or spoken to in a long time. Tell him/her about what you have been doing and ask them how they are and what they have been up to recently.
5. Write to your cousins and invite them to your wedding. Shortly tell them about your future husband/wife, as well as specific details about the wedding.
6. Write a letter to your friend you know has been having some problems. Ask him/her how she/he is doing and if you can help.
7. Write a letter to your mom and tell her why you love her.
8. Write a letter to your father in which you tell him why he's special to you.
9. Write a letter to your cousin advising him / her to take up a computer software course during the vacation in December. In your letter, explain the benefits of enrolling for such a course.
10. Write a letter to your brother who is going to write his Board Examination. Offer your suggestions and recommendations to him (at least 8) as to how he should prepare for the Examination.
11. Imagine that you have got internet facility at home. Write a letter to your friend explaining the advantages of having internet facility at home.
12. Imagine that you visited a factory where you had a chance to observe an industrial robot at work. Write a letter to your friend describing what you saw.



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13. Imagine that you have acquired a personal computer. Write a letter to your friend describing how you enjoy using it.
14. Write a letter to your friend inviting him to a musical party organized in your college.
15. Write a letter to your friend condoling the sudden demise of his grandfather.
16. Write a letter to your mother informing her how you narrowly escaped from an accident.
17. Write a letter to your friend in a village about your experiences in the Engineering College. Tell him how you got admission and who guided you in your choice of college and branch. Inform him the value of your branch and also of the kind of teaching you are getting in your college and how it is different from your school education. Also tell him you like your course and what your future plans are. Assume suitable names and addresses.

Letters seeking permission for practical training

1. Write a letter to ECE Industries Ltd., asking for practical training. Assume that you are a student of electrical engineering.
2. Write a letter to Lucas - TVS asking for practical training. Assume that you are a student of mechanical engineering.
3. Write a letter to Tamilnadu Water Supply and Drainage Board asking for practical training. Assume that you are a student of civil engineering.
4. Write a letter to Indira Gandhi Centre for Atomic Research asking for practical training. Assume that you are an electronics and communication engineering student.
5. Write a letter to Computer Maintenance Corporation asking for practical training. Assume that you are a student of computer science and engineering.
6. Write a letter to Bell Granite Ceramics Limited regarding practical training for your electrical engineering students from the placement cell of your institution. Assume that you are the Placement Cell - Officer.
7. Write a letter to HCL, Bangalore asking for practical training for the computer science and engineering students. Assume that you are the Head of the Department of computer science and engineering.
8. Imagine that you are the class representative. Draft a letter to Bharat Electronics Limited's, Bangalore, seeking permission for an Industrial visit by your class students. You may specify the purpose of your visit, your expectations etc.



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Leave letters :

1. Write a leave letter to the Head of the Department of your discipline concerned. Assume that you have availed leave for 4 days since you were hospitalized.
2. Write a leave letter to the Principal asking for permission to go on leave for 6 days with your parents to any hill station.
3. Write a leave letter to the Principal stating that you want to attend your brother's wedding at Madurai.
4. Write a leave letter to the Head of the Department to attend a function at your uncle's house.
5. Write a letter to the Manager, NIIT centre asking for the course completion certificate of GNIIT course.

You Tube Links:

<https://www.youtube.com/watch?v=PgwmAUJx248>

https://www.youtube.com/watch?v=M6BQNtxyS_0

https://www.youtube.com/watch?v=6zIuaFGI_fY

<https://www.youtube.com/watch?v=DqJs5am0m7c>

Activity

Look at the phrases 1-11 and match

them with a purpose A-K

- | | |
|-----------------------------------|--|
| 1. That reminds me,... | <input type="checkbox"/> to finish the letter |
| 2. Why don't we... | <input type="checkbox"/> to apologize |
| 3. I'd better get going... | <input type="checkbox"/> to thank the person for writing |
| 4. Thanks for your letter... | <input type="checkbox"/> to begin the letter |
| 5. Please let me know... | <input type="checkbox"/> to change the subject |
| 6. I'm really sorry... | <input type="checkbox"/> to ask a favor |
| 7. Love, | <input type="checkbox"/> before signing the letter |
| 8. Could you do something for me? | <input type="checkbox"/> to suggest or invite |
| 9. Write soon... | <input type="checkbox"/> to ask for a reply |
| 10. Did you know that... | <input type="checkbox"/> to ask for a response |
| 11. I'm happy to hear that... | <input type="checkbox"/> to share some information |



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Activity: Jumbled words of a letter writing - arrangement

INFORMAL LETTER

fortunately	so	which	in my opinion	anyway
as	actually	but	at the moment	personally

Fill the gaps in the letter below with the words in the box



Dear Pam,

Thank you for your letter. I was astonished to hear about Sheila and David. I thought they were very happy together. (1) when I last saw them they were talking about having another baby, (2) quite surprised me (3) they've already got four. I feel very sorry for Sheila, but (4) I never liked David - too much of an intellectual.

(5) , you'll be pleased to hear that Joey passed her driving test first time. (6) , she shouldn't be allowed on the road at all - she's far too careless and easily distracted.

We're having the living-room decorated (7) , so the whole house is in a mess. (8) , it'll be finished before the weekend, because we've got Peter's parents coming to stay, (9) I'll be busy cleaning and cooking as usual. They're no trouble, (10) it would be nice to have a quiet weekend for a change.

Well, I must end now. Say hello to the family. Write again soon,

