

LESSON NOTE ON ENGLISH LANGUAGE WEEK 7

SUBJECT: English Language
TOPIC: Writing: Informal Letter
CLASS: JS1
WEEK: 7

INTRODUCTION

DEFINITION OF AN INFORMAL LETTER:

Informal letters are personal letters. They are the letters we write to people who are very familiar to us such people as our parents, relatives, friends, classmates and other people with whom we have a close relationship.

FEATURES OF AN INFORMAL LETTER

1. Writer's address: This should be written at the top right corner of the page.
2. Date: this should be written below the top right corner of the page immediately after the writer's address.
3. Salutation: Dear Peter, Dear Kemi, Dear father,
4. Body of the letter: This is the content of the letter.
5. closing: for an informal letter, you close with;

Yours sincerely,
Audu
6. Language: use everyday conversational or chatty language. You can use contracted forms like; can't, won't. Slang may be use much.

Below is an example of an informal letter, written by a son to his mother. This will help you understand the tone of an informal letter.

43, Princess Street,
GRA Port Harcourt,
Rivers State.
22nd February, 2022.

Dear Mum,

How are you? How's Dad? And Ben? Is Ben alright? Has he tripped and broken his leg yet again? I can just imagine poor clumsy Ben falling and crying his eyes out. The poor lad does need to be more careful in his wandering. Very soon he'll turn ten and start calling himself a big boy!

I'm feeling quite excellent here. The academic requirements keep me so busy! I hardly have time to miss you. Though, sometimes, I do miss eating with you people very much. I can't wait for vacations to begin! I'm going to gorge on all your dishes like there's no tomorrow!

I've started to develop a keen interest in English Language and I've been taking an introductory course in it this term. Who knows, I might even major in it! Hopefully, though, my interest in English shouldn't wane—the way it did for Civic Education, remember, Mum?

I hope Dad's doing well. And please don't skip your meds, Ma. I miss you guys a lot and I cannot wait to see you.

Yours sincerely,
Samson

INFORMAL LETTER TEMPLATE WRITING TIPS:

Informal letters always contain questions about the person's well-being, as well as that of those around him, like his family and friends.

Informal letters also rely a lot on memories, shared secrets, humorous moments of the past and shared dreams or conversations.

WEEKEND ASSIGNMENT:

Write a letter to your cousin, telling him/ her of your experience in school.