

## ENGLISH LANGUAGE

### JSS 2

### WEEK 10

#### WRITING: THE INFORMAL LETTER AND SAMPLE

1. **DEFINITION:** Informal letters are personal letters which are written to relatives, friends, acquaintances, colleagues and others with whom one operates on inter-personal levels. It is called informal letter because it adopts a tone that is relaxed and intimate.
2. **FEATURES OF INFORMAL LETTER:** The following are the features of informal letter.
  - A. **One address** (only the sender's address with **the date**).
  - B. **Friendly salutation** (you may use 'Dear' or 'My dear' together with the first name, nickname or pet-name of the addressee. You may also use Hi, Hello, together with the first name, nickname or pet-name of your friend).
  - C. **Body** of the letter which is written in paragraphs. This is where the writer expresses all that he or she has to say in the letter.
  - D. **The language** is informal. Colloquial forms, contractions, endearments, slang and vernacular words may all be used to certain moderation. The use of slang words does not imply permission for the use of jargon that would impair comprehension. All vernacular and other words of foreign origin must be enclosed in quotation marks or be written in capital letters. Exchange of pleasantries is allowed.
  - E. **The complimentary close** (subscription) is also informal. Write either the sender's first name or nickname only after any of the following: Yours, Yours ever, Best wishes, or 'With love from'. When you end a letter with 'with love from', there's no need to put a comma after it. But the other forms require the use of the comma. Note that the subscription form you choose is an indicator of your intimacy with the recipient. Remember what you learned about pronoun cases under possessive case. The possessive case 'your' is used before a noun, hence; 'Your friend' and not:  
'Yours friend' x  
Yours best friend x  
Yours brother x  
On the other hand, the possessive form 'Yours' is used before adjectives which are not followed by nouns, hence; 'Yours sincerely' or 'Yours faithfully' and not:  
Your faithfully X                      Your's faithfully X  
Your sincerely X                      Your's sincerely X

#### SAMPLE OF INFORMAL LETTER

FAMVAR International Secondary School,  
Plot 35b GRA Phase 3 Diobu,  
P.O. Box 13451,  
Port Harcourt.

6<sup>th</sup> November, 2023.

Dear John,

How are you and your parents? How are you getting on with your studies? I got your letter two days ago and I'm happy you asked for information about my family.

My family is a nuclear family. It consists of my father, mother, two brothers and a sister. Our family name is Nkoyo. We come from Obubra in Cross River State, the southern part of Nigeria. My grandparents live in the village. We travel home once or twice a year to see them because they do not live with us.

My father is a lecturer at the University of Port Harcourt and my mum is a senior nurse at Port Harcourt University Teaching Hospital. My father studied Engineering and lectures in the Engineering Department of the university. My two brothers, Nkoh and Aye, are in classes 1 and 2 in the Demonstration Secondary School Choba, Port Harcourt. They are aged 12 and 13 respectively. They are studying science and they want to be great scientists. I am the third child in the family and I am 11 years old. I am in my second year in the Junior Secondary School. As I told you in my last letter, I would like to be a doctor when I grow up. The last child in my family is a girl, fondly called "the baby of the house". She is six years old and is in primary 2 at Command Nursery and Primary School, Port Harcourt. She is a lively child.

My parents are strict but they do not punish us often. They believe in correcting us through counselling. We do the right things and try not to offend them.

My family likes to pray together. We pray at 6 a.m. everyday. My mother is the one that wakes us up for prayers. We also go for picnics together, especially when we are on holiday. My dad likes to take us to the beach when we are on holiday. He also takes us to fast food places like Mr. Biggs and Sweet Sensation. I enjoy such outings.

There are things my parents do not like. They do not like us to be disobedient. They always teach us to be obedient children. They also advise us not to make friends with bad children who do not take their studies seriously. My parents want us all to be well educated.

My family is a happy one and we enjoy being together. Write and tell me about your own family. I will be glad to hear from you soon. Greet your brothers, sisters and your parents.

Yours sincerely,

Nkansa

## **HOME WORK**

Write a letter to your friend in another school, telling him or her about your school and why he or she should change to your own school. You are expected to write up to 250 words.