LETTER WRITING: WEEK 10, SS1

Letter writing is an of communicating information ,feelings, ideas or opinions to somebody who is absent or resides in a distance. A letter should contain full details of issue one is writing about in order to bring about the same reactions that would have occurred if the message contained in it had been a spoken one. There are three types of letter writing with different features methods and style. The types of letter writing are :

INFORMAL LETTER

An informal letter is also known as personal letter . The categories of informal letter are :

1. Letter to a close relative both in your age group or older ones.
2. Letter to a contemporary who is not related to you but a close friend.
3. Letter to a pen friend in another country .

An informal letter is expected to be intimate by showing the close relationship between its writer and the person the letter is written to. It is conversational and simple in style . The writer is free to write as if he or she is talking or conversing with the person he is writing to .

The style of informal letter is strictly informal.

USEFUL HINTS ON HOW TO WRITE A GOOD INFORMAL LETTER

1. Content : the content of an informal letter depends on what you are asked to write on , but your point must be relevant , and you must answer all the aspects of the question to earn a good mark .
2. Organization:
3. An informal letter must have the following features :
4. Address of the Water and Date: This must be –punctuated . The address must appear on the top right hand corner of the page . In writing the address ,you need to write your house number plus the street name ,the town from which you are writing and the state.
5. Greeting / Salutation: The is usually “ Dear “ plus the first name of the person you are writing . e.g Dear Kemi
6. Complimentary close : Yours sincerely, is the most appropriate accordingly to the marking scheme. This is followed by the writer’s first name . Example:

Yours sincerely ,

Fani.

1. Expression : As already mentioned informal letters are expected to reflect the close or cordial relationship between the writer and the recipient of the letter .Therefore, the language of Informal letters should be informal and chatty ordinarily ,but you should be cautious to make sure that your language reflects the emotion and the circumstances surrounding the topic you are given .
2. Mechanical Accuracy : It has to consider the following : the use of punctuation marks and capitalization appropriately in the sentence structure.