

Slide 1: Title Slide

- **Main Title:** The Art of Letter Writing
 - **Subtitle:** Navigating Personal Letters: From Casual Chats to Formal Requests
 - **Target Audience:** Grade 11 - Semester 2
 - **Visual Suggestion:** An aesthetic image of a vintage fountain pen and a modern laptop to represent both styles.
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Slide 2: Learning Objectives

By the end of this lesson, you will be able to:

1. Distinguish between **Formal** and **Informal** personal letters.
 2. Identify the **Generic Structure** of a letter.
 3. Apply appropriate **Expressions and Vocabulary** for different contexts.
 4. Compose a well-structured personal letter for various social purposes.
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Slide 3: What is a Personal Letter?

- **Definition:** A letter written to people we know personally, such as friends, family, or acquaintances.
 - **Social Functions:**
 - To share personal news (updates about life).
 - To express gratitude (Thank you notes).
 - To apologize for a mistake.
 - To offer advice or sympathy.
 - To invite someone to an event.
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Slide 4: Formal vs. Informal (The Tone)

Feature	Informal Letter	Formal Personal Letter
Recipient	Friends, siblings, parents.	Teachers, mentors, older relatives.
Language	Casual, uses contractions (I'm, can't), slang.	Polite, no contractions, professional.
Purpose	Chatting, catching up.	Requests, official thanks, applications.

Slide 5: The Generic Structure

1. **Date:** When the letter is written.
2. **Address:** The sender's location.
3. **Salutation:** A greeting to the receiver.

4. **Introduction:** The opening (asking how they are).
 5. **The Body:** The main message.
 6. **Closure:** Signalling the end of the letter.
 7. **Complimentary Close:** Short expression (Sincerely, Love).
 8. **Signature:** Your name.
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Slide 6: Master the Salutations

- **For Close Friends/Family:**
 - "Dearest Mom,"
 - "Hi [Name],"
 - "My dear [Name],"
 - **For Formal Contacts (Respectful):**
 - "Dear Mr. Smith,"
 - "Dear Ms. Jones,"
 - "Dear Sir/Madam," (if the name is unknown).
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Slide 7: Opening Expressions

How to start your letter:

- **Informal:**
 - "How have you been?"
 - "I hope you're doing great!"
 - "It was so good to hear from you."
 - **Formal:**
 - "I am writing this letter to express my gratitude..."
 - "I hope this letter finds you in good health."
 - "I am writing to inform you that..."
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Slide 8: The Body (The Heart of the Letter)

- **Focus on One Topic per Paragraph:** Keep your ideas organized.
 - **Be Descriptive:** Use adjectives to make your stories come alive.
 - **The Transition:** Use connecting words like *"Anyway," "By the way,"* or *"Furthermore"* to move between thoughts.
 - **Note:** In formal letters, stay concise and get straight to the point.
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Slide 9: Closing & Signing Off

How to end your letter:

- **Informal Closings:**
 - "Best wishes," / "Take care,"

- o "Can't wait to see you!"
 - o "With love," (family/very close friends).
 - **Formal Closings:**
 - o "Sincerely,"
 - o "Yours faithfully,"
 - o "Respectfully yours,"
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Slide 10: Comparison (Visual Example)

- **Left Side (Informal):** "Hey! Just wanted to say thanks for the gift. It's awesome! Talk soon."
 - **Right Side (Formal):** "Dear Mr. Adams, I am writing to sincerely thank you for the book you sent. I appreciate your kindness."
 - **Key Takeaway:** The *meaning* is the same, but the *level of respect* changes.
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Slide 11: Common Pitfalls (What to Avoid)

1. **Punctuation Errors:** Forgetting the comma after the salutation (Dear Ali**,) or the closing (**Best regards**, **).
 2. **Wrong Tone:** Using "Wassup" when writing to a principal or "Sincerely yours" to your little brother.
 3. **No Date:** Always include the date so the receiver knows when it was written.
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Slide 12: Writing Challenge!

Choose **one** prompt and write a short letter (100-150 words):

1. **Option A (Informal):** Write to a friend you haven't seen in a year. Tell them about your new hobby.
2. **Option B (Formal):** Write a thank-you letter to a guest speaker who visited your school last week.