





WBCS MAINS 2022



ENGLISH

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LETTER WRITING

Part 1

LIVE

06:00PM



01 AUGUST 2022



LETTER WRITING RULES

WBES = 40 marks.

SSC - 50 marks

Bank - 15/10 marks.

There are mainly five points that have to be taken care of while writing a letter. These are

A. Heading

B. The Salutation or courteous greetings

C. The Body of the letter – communication or the message

} maximum marks.

D. The Subscription – courteous leave taking, or conclusion

E. The Signature Name of the writer

HEADING

Heading of a letter basically consists of Two Parts :-

a) Address of the writer. ✓✓

No, Street / Lane.

b) the date on which the letter was written. ✓✓

1/08/2022 X

1-08-2022 X

✓ 1st August, 2022

Exam Date

Formatted

Heading can be written on the Left corner of the first page of the letter.

Left Corner.

Add.

Date.

Examples of a Heading are

63, Vinay Colony Delhi-160032 June 12, 2010

Examination Hall A.B.C.

SALUTATION

The Salutation in the letter will depend upon the depth of relationship of the Writer with the person to whom the letter is being written, thus it varies from letter to letter.

Dear Sir
|
when the person is personally known to us.

Salutation is written at the left hand of the page, at a lower level the **Heading**. The first word of the salutation are always started in Capital Letters (of alphabet).

Address ——— Heading
= Date
= To,

SALUTATION- examples

In Formal letters ✓

Post

1
~~2~~ Leave one line

To officials/Principal/Headmaster/Teachers/ Editor/ Officers-in-charge.

a) Sir, ✓

b) Madam, ✓

Ma'am ✓

Mam

In Business Letters To Businessmen ✓

a) Dear Sir, ✓

b) Dear Sirs,

When you know the person, personally.

SALUTATION- examples

In Informal Letters

Sir,

To Blood Relations ✓

My dear Father, My dear Mother,

use the name of your friend.

To Friends, ✓

My dear Kavita, Dear Rajesh,

My dear Ajay,

Note: Dear friend or my dear friend is never used as Salutations

BODY

Main game changers:

The body itself is considered as the life of the letter and the style in which it is written will depend upon the kind of letter one wishes to write.

Like, the style of the letter to be written to friends and relatives will be entirely different from the style of the letter to be written to an official and so on.

Sruya Mahendra

BODY-example

irrespective

style

Few points that one has to keep in mind irrespective of the style while writing the body of the letter are-

(2-3 para)

Divide the letter into various paragraphs to mark changes of subject-matter etc.

Use simple and direct language in short sentences. It will make the message clear and to the point. — We can add a few ornamental terms.

Always try to be complete. For this, think out what you want to say before beginning to write a letter; and put down all the point in logical manner.

NOTE-Write neatly to avoid inconvenience to the reader because of your bad penmanship.
Take care of the punctuation and be consistent with it. Incorrect punctuation may alter the whole meaning of the sentence.

SUBSCRIPTION

The subscription of the letter i.e. the end should be according to the sharing of the letter. A letter must not end abruptly as this would look rude. So certain forms of polite leave taking are prescribed that should be written after the last words of the letter on the left hand side corner of the lines after the body. It should start with a capital letter and end with a comma.

SUBSCRIPTION- example

150-200
words

Some examples of the subscription of the letter of various kinds are:-

- To Blood Relations : Yours affectionately,
- To Friends: Yours sincerely,
- To Principal/Headquarter/Teacher etc.: Yours obediently
- To Officials/Businessmen: Yours faithfully,
- To Strangers : Yours truly

Yours X

Note : Never use apostrophe (') with 'yours' in the subscription (your's is incorrect).

SIGNATURE

Always write full name

The signature of the writer of the letter should be below the subscription. In a letter to the stranger, the signature should be clearly written so that he could know whom to address in reply.

Note : A woman should prefix to her name Miss or Mrs. or Ms in brackets before her name like (miss) Purvi Agarwal.

FORMAL LETTER

To the Editor, HR officer, Principal, Chairman, Officer-in-charge,
Post master, Authorities etc.

(official letter)

Ready
for the
Complete
Format?

Format

(address of the sender)

1st August, 2020.

The ^(Post)
(address of the receiver)

Sub- (7-8 words)

Sir/Ma'am,

.....(body must be divided in 2-3 para).....

.....

.....

Thanking you.

Yours faithfully/sincerely/truly,
xyz.

Name of the office

Pin / Short add.

To, ^(Optional)
The (Post)

from the Question.

from the Question if give.

Full name

NOTES — Body

2 para

1st — Brief Introduction.
+ Problem + Expected
Solution.

2nd — Conclusion.

Topic — Write a letter
the plights of

3 para

1st — Brief Introduction +
Problem description.

2nd — Expected Solution

3rd — Conclusion.

to the Editor, highlighting
Online learning.



Sraya Ma'am

Use ref. code- **E08717** &
get 10% discount

For Your Any Type of English Related
Queries Join Telegram Channel :

*8th Aug - Best letter will be
displayed. by 3rd Aug 2022*

Sraya Mahendras English
(SrayaMahendras)

6:00pm

by 6:00pm

