





# WBCS 2022



**ENGLISH**

*Sruya Mahendras*

✓

# INFORMAL LETTER

**DESCRIPTIVE**

**PART-1**



**LIVE** 12:30 PM



**09 MARCH 2022**


# DESCRIPTIVE -

**Don't give up before trying...**



<https://t.me/srayaenglish>

# LETTER WRITING (40 marks)

- **FORMAL** ✓ already discussed:  Part 1 = Rules
- **INFORMAL** → Today's topic. Part 2 - How to write.



# Points to remember.....

- The prescribed format must be followed ✓✓
- Do not add anything in the pattern ✓✓
- While writing we must be careful about — ✓✓
  - a) purpose of writing — *do not get deviated.*
  - b) the address of the receiver ~~x~~ — *Informal X*
  - c) appropriate and polite language
  - d) complete message

*try to complete within 200 words*



# INFORMAL LETTER

To Friends, Mother, Father, Brother, Sister, Cousin.  
Grandparents etc.

Uncle / Aunt etc.

(personal letter)



(address of the sender)

9<sup>th</sup> March, 2022

# Format

Dear \_\_\_\_\_,

Relation / Name

.....

.....(body).....

.....

.....

.....

.....

.....

.....

} content

\* Relation

↳ when we feel respectful towards the person.

Name - when there is a friendly relation between the writer & the receiver.

Yours lovingly,  
xyz.



# Body of the letter...

As said the body must be divided into

## a) 2-paragraph

- The 1<sup>st</sup> paragraph would consist of a *warm* introduction and main topic ✓
- The 2<sup>nd</sup> paragraph would be consisting of the conclusion. ✓

## b) 3-paragraph

- The 1<sup>st</sup> paragraph would be consisting of brief introduction and main topic ✓
- The 2<sup>nd</sup> paragraph would be regarding extra suggestion. ✓
- The 3<sup>rd</sup> paragraph would conclude it. ✓





# Topics for practice

- ✓✓ a) Letter to the local municipal authority complaining about poor condition of your locality. → 5<sup>th</sup> March 6:00 pm.
- ✓✓ b) Letter to the Bank Manager for issuing a cheque-book /passbook/debit or credit cards. → 12<sup>th</sup> March 6:00 pm
- ✓✓ c) Letter to the Bank Manager complaining about failed transaction. → 19<sup>th</sup> March "
- d) Letter to Grand Parents enquiring about their health.
- ✓✓ e) Letter to Mother/Father telling her/him about your life in hostel. → 26<sup>th</sup> March "
- f) Letter to friend congratulating him/her about some recent achievements. → 2<sup>nd</sup> . April "



# Letter to Grand Parents enquiring about their health.

(5 points)

3-5 points

How to start → First of all, I would like to convey my regards. How you all are well by the grace of God.

• test -

• any medical support.

• grocery & medicine (supply)





# WBCS BATCH 2022



**SUMANA MAHENDRAS**  
(GS)



**ANURAG MAHENDRAS**  
(GA/GS)



**BORNON MAHENDRAS**  
(GA/GS)



**SHIRSITA MAHENDRAS**  
(GA/GS)



**VISHAL MAHENDRAS**  
(MATHS)



**AYAN MAHENDRAS**  
(GS)



**SRAYA MAHENDRAS**  
(ENGLISH)



**NITESH MAHENDRAS**  
(REASONING)



**MONDAY TO FRIDAY - 11:30 AM TO 1:30 PM**

→ One Complete topic  
 → Examples of various categories

# W.B.C.S - YouTube schedule for 5-days

TIMING	DAYS				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11:30	ECO	CA	ECO	POL	BEN
12:00	REAS	SCI	POL	SCI	REAS
12:30	ENG	MATHS	ENG	MATHS	ENG
13:00	GEO	HIS	GEO	HIS	HIS

Part 2  
 (Circled ENG in the table)





**Sraya Ma'am**

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