

The teacher is expected to impart the objectives of all types letter writing. The students must be taught both the Formal and Informal Letter writing. The objective here is to see that the student learn the format of each given type of letter properly along with the language used.

* In the activity sheet both types of letters will be given where students can choose any one of them.

* Emotions, opinions should be well expressed through proper words.

* Letters should be written in block format. All the components of the letter should be aligned to the left.

* The following points should be considered while writing a letter.

Q.5 (A) Letter Writing – Marking scheme

05 Marks

Formal

* Sender's address & date ½ Mark

* Recipients address ½ Mark

* Subject ½ Mark

* Salutation

* Main body

* Subscription / closing

* Grammar

Salutation ½ Mark

Informal

Sender's address & Date ½ Mark

Main body

Closing

Grammar 1 Mark

2½ Marks

½ Mark

(B) Dialogue writing / Drafting a speech

05 Marks

The objective of dialogue writing is to develop conversational English used in day-to-day life.

* Appropriate tense (present, past, future) should be used while writing a dialogue.

* Language style should be used in accordance to the context and relation of the speaker.

* Dialogue should be written in a very simple, lucid language keeping in mind the flow of the conversation.

* Punctuation marks should be used appropriately wherever necessary.