

Subject: English

Class: 4

Topic: Letter Writing (Formal and Informal)

Levels: Basic, Intermediate, Advanced

Level: Basic

1. We write a ? (Informal / Formal) letter to our friends and family.
2. The person who receives the letter is called the _____.
3. In a formal letter, we use 'Respected' or 'Dear Sir/Ma'am'. This is called a _____.
4. Draw a ? (flower) next to the correct Informal closing: [] Yours faithfully | [] Yours lovingly
5. Where do we usually write the date in a letter? _____.
6. A Formal letter is written to: (a) Uncle (b) School Principal (c) Cousin. Answer: _____
7. The 'Body' of the letter is where we write the main _____.
8. True or False: We use 'Yours obediently' for a letter to our best friend. []
9. Which symbol marks the end of a sentence in a letter? [. / ? / !]
10. Write the Pin Code of your area here: _____ (Example: 110001).

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Level: Intermediate

1. Rahul is writing to his Principal for 2 days leave. Should he use 'Dear Rahul' or 'Respected Sir'? _____
2. Match the symbol to the part: Address [?], Date [?], Signature [?].
3. Write a suitable 'Subject' line for a letter asking for a sick leave: _____.
4. In an informal letter to Aditi, the greeting should be 'Dear _____'.
5. Complete the closing for a Formal Letter: 'Yours _____'.
6. If you are sending a letter by post, you must stick a _____ on the envelope.
7. Which of these is an Informal letter? (a) Leave Application (b) Birthday Invitation. Answer: _____
8. Convert this to a formal greeting: 'Hey Teacher' -> '_____ Teacher'.
9. Why do we write the 'Subject' in a formal letter? _____.
10. How many parts does a standard letter have? (3 / 5 / 7). Answer: _____

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1. Write a 1-line opening for a letter to your Grandmother: _____.
2. Calculate: If a stamp costs ₹ 5, how much will 5 stamps cost? ₹ _____.
3. Correct the error: 'i am writing this letter to inform you...' (Hint: ? / capitals).
4. Write a formal 'Subscription' (closing) for a letter to a Bank Manager: _____.
5. Imagine you found a lost bag. Write a 'Subject' for a letter to the Police Station: _____.
6. Why do we write our address at the top? ? (To let the receiver know where we stay / To look good).
7. Write the first sentence of a 'Thank You' letter for a gift: _____.
8. Which is more formal? (a) I want leave (b) I request you to grant me leave. Answer: _____
9. Identify the missing part: Address, Date, Salutation, _____, Closing, Signature.
10. Challenge: Write your name and Class in a 'Yours obediently' format: _____.