

DATE : 8/5/20

SUBJECT : ENG GRAM

CLASS : VII

WRITING SKILLS

LETTER WRITING (INFORMAL)

Letters are broadly divided into two classes-

- 1. Informal letter or Personal letter**
- 2. Formal letter**

- **Informal letter** – Informal letters are those which we write to our friends or relatives.
- **Formal letter** – Formal letters include offices, business, companies, newspaper etc

Format of Informal Letter

- **Sender's address**
- **Date**
- **Salutation:** 1. For relatives : Dear uncle
2. For parents : Dear papa/ mummy
3. For friends : Dear Jayesh/ Jayanti
- * **Body :** i) Divide the letter into paragraphs
ii) Use simple and short sentences
iii) Take care of punctuation
iv) Give a proper conclusion to the letter
- **Subscription :** i) Yours affectionately
ii) Your affectionate son
iii) Always remember never use an apostrophe (') with *Yours* in subscription
- **Name of the writer**

QUESTIONS

Q1. Your uncle who is residing at C – 551, Shastri Road, Pune, has sent you a birthday gift. Write a thanks giving letter and details how this precious gift will change your routine. You are Devendra of 205- Pandav Nagar, Shimla.

Answer:

C-551, Shastri Road

Pune

8TH May, 2020

Dear uncle,

I am quite hale and hearty with the family members and hope for the same with you as well. On receiving a precious gift of silver wrist watch, my joy knew no bounds. It will always remind me of your affection. You have in reality fulfilled my ever longing aspiration. The watch will make me punctual.

Now, I will schedule my work and proceed accordance with the utility and preciousness of time. Wastage of a single minute would prick me like a piercing thorn. All family members and friends have liked this watch very much. Its silver colour attracts all. I have no words to say thanks as you pay so much attention towards my liking. I again thank for it and hope that you will pay a visit along with the family in near future.

Yours lovingly

Devendra

Q2. Write a letter to your brother advising him to take part in games.

Answer:

C-409, Jolly Apartment

Kachnar City, Vijay Nagar

Jabalpur

8th May, 2020

Dear brother,

I received your lovely letter just two days before. I am very well here and hope that you will be well with the grace of God. You did not mention about your health in the previous letter. But I found that you are neglecting games these days. You know better that 'Health is Wealth', and a healthy body can have a healthy mind. So you must take part in your school games and your daily routine games to keep you healthy. Playing is a good exercise and always remember only a healthy man can

achieve his all goals and desires. Please pay my best compliments to dear mother and father and love to Shubhi. Their love and affection will remain fresh in my mind forever.

Yours lovingly

Pranshul

Q3. Write letter to your father informing him about your exam preparation.

Answer:

H.NO-502, Adarsh Nagar

Adhartal, Jabalpur

8th May, 2020

Dear father,

Your eagerly awaited letter has sent a wave of happiness through all of us. You have made an enquiry about my preparation for the examinations. Let me assure you that I will not disappoint you in the least. I am studying regularly and methodically. I am devoting only one hour for recreation and making use of rest of the time for studies. I am hopeful for securing a good percentage. How are you feeling at your new place of posting? Please write to us regularly.

Your loving son

Pranav

HOLIDAY HOMEWORK

COMPLETE ALL THE EXERCISES OF –

L-1 SENTENCES , L-2 NOUNS, L-3 ARTICLES , L-6 DETERMINER , L-7 SUBJECT-VERB AGREEMENT,

L-8 VERBS 1, L-9 VERBS 2, L-12 PRESENT TENSE, L-13 PAST TENSE & L-14 FUTURE TENSE

(In your grammar book i.e Gem's English-7 Ratna Sagar Publication) It will be checked on the re-opening day.

HOMEWORK

SEA (SUBJECT ENRICHMENT ACTIVITY)-1

DICTIONARY MAKING

RULES FOR MAKING A DICTIONARY-

1. USE THICK SHEET OR HARD MATERIAL FOR MAKING ITS OUTER COVERING.
2. SIZE SHOULD BE 5 inch * 6 inch.

3. FIND WORDS FROM YOUR HONEY COMB BOOK L- 1 TO 5 & ALIEN HAND L- 1 & 2.
4. WRITE MAXIMUM 5 WORD MEANINGS FROM EACH LETTER. SO, THERE SHOULD BE $26 * 5 = 130$ WORDS.
5. YOUR PROJECT SHOULD BE VERY NEAT AS IT CARRIES MARKS FOR PRESENTATION AND NEATNESS.
6. DON'T USE FILE FOR MAKING A DICTIONARY.
7. DON'T USE PENCIL OR GLITTER FOR WRITING IN IT.

SEA-2 (WRITING SKILLS)

WRITE SUMMARY OF L- 1 , 2 , 3 & 4 (HONEY COMB)

NOTE- BOTH THE SEA ALONG WITH GRAMMAR HOMEWORK WILL BE CHECKED ON THE RE-OPENING DAY.
