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CLASS: JS 1 EMERALD

SUBJECT: ENGLISH LANGUAGE

1. What is Letter Writing?

- Letter writing refers to the act of composing, drafting, and sending written messages or correspondence to communicate with individuals, organizations, or authorities. It is a traditional form of communication that allows individuals to convey thoughts, feelings, information, or requests in a structured and formal manner. Letter writing can serve various purposes, such as conveying gratitude, expressing concerns, making inquiries, providing information, or initiating communication.

2. List the Types of Letter Writing:

- Personal Letters
- Business Letters
- Formal Letters
- Informal Letters
- Official Letters
- Application Letters
- Inquiry Letters
- Cover Letters

3. Explain the Types of Letter Writing:

- **Personal Letters:**

- **Explanation:** Personal letters are written to communicate with family members, friends, or acquaintances. They often convey personal thoughts, emotions, experiences, and updates, fostering connections and maintaining relationships.

- **Business Letters:**

- **Explanation:** Business letters are formal correspondence exchanged between businesses, organizations, or professionals. They adhere to specific formats and conventions and are used for various purposes, such as making inquiries, placing orders, submitting proposals, or addressing business-related matters.

- **Formal Letters:**

- **Explanation:** Formal letters are characterized by their structured format, tone, and language. They adhere to established conventions and are used for official, professional, or serious communication with authorities, institutions, or organizations.

- **Informal Letters:**

- **Explanation:** Informal letters are more casual and relaxed in tone and language compared to formal letters. They are often exchanged between individuals who share a close relationship and may include personal anecdotes, informal language, and friendly expressions.

- **Official Letters:**

- **Explanation:** Official letters are written on behalf of an organization, institution, or authority. They convey official communications, directives, announcements, or decisions and are often signed by authorized individuals or representatives.

- **Application Letters:**

- **Explanation:** Application letters, also known as cover letters, are written by individuals seeking employment, admission to educational institutions, or other opportunities. They introduce the applicant, highlight their qualifications, experiences, and suitability for the position or opportunity, and express their interest and motivation.

- **Inquiry Letters:**

- **Explanation:** Inquiry letters are written to seek information, clarification, or details about a particular matter, product, service, or opportunity. They articulate specific questions, requests, or inquiries and seek timely and relevant responses.

- **Cover Letters:**

- **Explanation:** Cover letters accompany resumes or job applications and provide an opportunity for applicants to introduce themselves, express their interest in a position, and highlight their qualifications, experiences, and suitability for the

role. They complement resumes and serve as a personalized introduction to potential employers.

Each type of letter writing serves distinct purposes, adheres to specific conventions, and requires careful consideration of the audience, purpose, tone, and content to effectively communicate messages, convey information, and achieve desired outcomes.