

7/12/23

Creative Composition Assignment

1. What is a formal letter?

A formal letter is an official letter or a professional letter written in a formal language in a prescribed ~~format~~ format for professional communication.

2. What is an informal letter?

An informal letter is a personal letter written to let your friends or family know about what is going on in your life and to convey regards.

3. List out the features of an informal letter.

1. Address
2. Salutation
3. Body
4. Conclusion

4. Mention 3 differences between a formal letter and an informal letter.

Formal letter	Informal letter
<p>1. It is an official letter written for official purposes to colleagues, dignitaries.</p>	<p>It is a personal letter written to your close relatives or friends.</p>
<p>2. It has a structured professional format.</p>	<p>It has a casual and friendly format.</p>
<p>3. The language used here is formal.</p>	<p>The language used here is casual and personal.</p>

5. Write a letter to your friend in another school, giving him or her 3 reasons why you like your school.

44 Danchom Gitingi
off. Old Airport Road
Jos, Plateau state
27th. February, 2023

Dear Ashira,

How have you been? I hope you are doing good. How is your family? I hope they are also doing great.

I am writing this letter to tell you reasons why I like my school and why you should come to De Padua Learning Academy -

→ My school is fun because we learn in a relaxed environment where our teachers are very friendly

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and help ful.
Also we engage in Sport activities and every body has a chance to participate in competitive games.

We also have coding classes every thursday in our computer lab. we learnt how to use the scratch App which is really cool because we get to make games and comics and use our imagination. I hope you will be convinced to take a tour around my school and make it yours as well.

I hope to hear from you soon
Kind regards.

Yours sincerely
Brielle Anzolo