

## **Class Assignment**

1]. What is a formal letter?

A formal letter is a letter, which is written in formal language, in a prescribed format to an office or the teacher. This letter is mainly used for professional communication.

2]. What is an informal letter?

An informal letter is a letter, which is written to a close relative or friend. It is an informal letter written in a friendly manner to someone we are familiar with.

3]. Features of an informal letter

- (a) Sender's address
- (b) Date
- (c) Greeting/Salutation
- (d) Introduction
- (e) Body of the letter
- (f) Conclusion
- (g) Signature

4]. Three differences between a formal letter and an informal letter

- (a) Formal letter follows a specific format while an informal letter can follow any format of choice
- (b) The tone of a formal letter is professional and official while the tone of an informal letter is friendly and casual
- (c) Most formal letters are not longer than one page, while an informal letter can be longer than one page.

5]. Letter to my friend telling him about three things I like in my new school.

Plot A9, Dong Residential Layout,  
Jos, Plateau State,  
Nigeria.

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Dear Jesse,

How are you? And how are your parents and siblings doing? I do hope you are doing very well just as I am here.

I am writing this letter to let you know that I am doing very well in my new school.

There are so many things here that I really like. Let me get very specific Jesse, I really like our sports field because there are swings, trampoline, and merry-go-around with which we can play at sports times. I also like our coding class with the laptops and big screen with which our teacher used in teaching us. In addition, I love the chess class where I am currently learning how to be a master chess player. No worries Jesse, I will be teaching you how to code and play chess games very soon.

I really missed you my dear friend; and I'm hoping to see you soon.

Take charge!

Your friend,

Ariel