

TEACHING THE ART OF INFORMAL LETTER WRITING: A FUN AND FRIENDLY GUIDE FOR TEACHERS

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Abstract:

Interestingly, Informal letters are an essential parts of our communication. The informal letters allow individuals to express their thoughts, feelings, and experiences in a friendly and modern way. Teachers are responsible in developing writing skills on their students. Teaching students how to write informal letters will assist learners communicate effectively and build strong relationships via written words. This article will explain and provide an effective guide to teaching informal letter.

Key words: *inform, letter, friends and responsibilities.*

Аннотация:

Интересно, что неформальные письма являются неотъемлемой частью нашего общения. Неформальные письма позволяют людям выражать свои мысли, чувства и переживания в дружелюбной и современной манере. Учителя несут ответственность за развитие навыков письма у своих учеников. Обучение студентов написанию неформальных писем поможет учащимся эффективно общаться и строить прочные отношения с помощью письменных слов. В данной статье будут объяснены и предоставлены эффективные рекомендации по обучению неформальному письму.

Ключевые слова: *информировать, письмо, друзья и обязанности.*

Introduction:

Initially, teachers are supposed to explain that informal letters are usually





used in everyday life for personal interaction. When we want to write to our friends, relatives, loved ones or close people. We write an informal letter for different purposes. Here are some of them:

- Invitations;
- Writing to our friends;
- Wishing well;
- Congratulating someone.

It is time to explain the structure of informal letter:

1) **Sender's Address:** The sender's address ought to be written at the top left corner of the letter.

2) **Greeting:** Most common greetings involve "Dear [Name]," or "Hi [Name],"

3) **Body of the Letter:**

- **Opening:** asking about the recipient's well-being;
- **Main Content:** the purpose of the letter;
- **Closing:** expressing feelings or saying goodbye.

4) **Closing Remarks:** usual common closing phrases involve "Love," "Best wishes," "Take care," or "Yours truly,"

5) **Signature.**

Once teachers have explained these steps, they may start making student write their own letters to their peers. As soon as they finish writing, teachers should make each student exchange the letters. Thus, the peer evaluation is the most effective method



Conclusion

All in all, teaching informal letter writing is more engaging and interesting than formal letter. By following the suggestions which have been mentioned above, teachers and students will succeed in writing informal letter.

Reference:

1. 40 Great Informal Letters (Format Examples & Templates) from templatelab.com