

Informal letter.

Format :

- *. Sender's Address.
- *. Expanded date
- *. Salutation
- *. Body of the letter
- *. Closing Remarks.
- *. Signature [Name].

I. You are Nareen / Nareena. Write a letter to your friend telling him/her about your new school.

21, Nehru street

Valasaravakkam

Chennai - 87.

7 September 2026

My Dear,

How are you? I hope you and your family are doing well. I am excited to tell you about my new school, where I recently joined.

My school has spacious classroom, a library, a science lab and a large playground. The teachers are kind and helpful. I have also made many new friends.

I am enjoying my new school very much. I hope you can visit me someday.

Yours lovingly,

Nareen / Nareena.

Dialogue Writing

I. Complete the following dialogue between a student and a teacher. Write suitable responses in the blanks.

Teacher: Good morning Ananya. Are you ready for the inter-school cultural programme?

Student: Good morning ma'am. Yes, I am very excited about it.

Teacher: Which event are you participating in?

Student: I am participating in the classical dance competition.

Teacher: Have you completed your practice?

Student: Yes ma'am. I have been practising every evening.

Teacher: That's good. Have you brought your costume and other necessary items?

Student: Yes ma'am. Everything is ready.

Teacher: Excellent! Remember to perform confidently and follow the instructions.

Student : Thank you ma'am. I will do my best.

For Mr. N