

# SALEM TNPSC COACHING CENTRE

VOC Nagar, OPP Suramangalam Police station, Salem -636005

## TET PAPER 1 & 2 / English Letter Writing

A letter is message, request, and account of events in written form, sent by one person to another. Hence, it is very necessary to know how to write a distinct and readable letter. In past letter writing was considered as an art. To write a good letter one needs much practice.

### Letters are of different kinds, such as-

- Private or Personal letters.
- School letters.
- Business or Commercial letters.
- Official letters.
- Social letters.
- Letter to the Press.
- Letter in response to advertisement.

### Different Parts of a Letter

A letter has mainly five parts. And each types of letters written in a particular form. Let's see what are those five parts in all letters.

- The Heading.
- The Salutation.
- The body of the letter.
- The Subscription.
- The Superscription.

### 1. Heading of Letter

We write letters to known and unknown persons. So in any letter we have to write the address of the sender at first. And this address part is written at the top right side corner of the letter. This is called the **Heading of the letter.**

#### Example:

(i) 22/1 Subhash bose lane,  
Andheri, Mumbai  
The 11th May, 2014

(ii) 10, Dum Dum Private Road, Kolkata  
May 11, 2014

(iii) Kasba, New delhi  
11.5.2014

## 2. The Salutation

Writing letters to Parents, Friends or any Unknown person, we use different **salutation** for each type. If we **salutate** friends as a unknown person then it will look awkward. Also if we salute a unknown person like a friend then undoubtedly it will be a laughable things. The salutation is written below the address and date to the left side of the letter. Salutation can be of different types. Generally a comma "," is used after salutation.

### Example:

#### To Parent and other relatives:

- My dear Father,
- My dear Mother,
- My dear Uncle,
- My dear Brother,
- My dear Sister,

#### To friends and other well known persons:

- My dear Friend,
- My dear Mr. Das,
- My dear Sri Roy,

#### Known persons (Not well known):

- Dear Sir,
- Dear Madam,
- Dear Prof. Sharma,



### 3. Body of the letter

Body of the letter contains the writer's or sender's sayings about any subject. Body of the letter starts after the salutation. The first line of the body starts after giving some spaces to the left side and after the bottom of the salutaion. And all the other lines of the body starts from the left side of the letter.

#### Example:

My dear Sudip,

I have got your letter. I am very happy after knowing that you have scored the highest mark in your final exam. Keep it up.

### 4. Subscription

After finishing the body of the letter we have to write the name of the writer. And before the name we write a **subscription**. It is written after the body, at the bottom of the right side corner. With respect to relation of the sender with the receiver subscription can be of different types. A comma "," is used after the Subscription.

#### Example:

##### To Parent and Other Relatives:

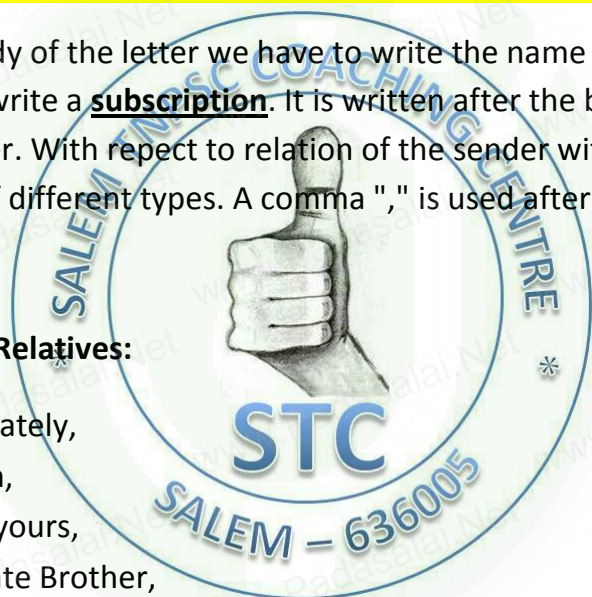
- Yours affectionately,
- Your loving Son,
- Affectionately yours,
- Your affectionate Brother,

##### To Friends and other well-known persons:

- Yours sincerely,
- Yours ever,
- Sincerely yours,
- Ever yours,

##### To Unknown persons:

- Yours truly,
- Yours faithfully,





**Respected persons:**

- Yours obediently,
- Obediently yours

**Government Letters:**

- Within our Country - India:
- Yours faithfully,

**Foreign:**

- I have the honour to be,

Sir,

## 5. Signature

After the Subscription the signature of the writer is given.

**Example:**

**In case of any well known person we can only use our names.**

For example: Sumit, Madhuri, Sudip, etc. \*

**But in case of unknown person we have to write our full name.**

For example: Sudip Maity, Sachin Trivedi, etc.



## 6. Superscription

**Superscription** is written on the outer part, i.e **on the Post card or Envelop**. We have to write **sender's name and address** on it. Before the names we use different kinds of **Superscription**.

**Example:****Before Male**

Mr., Sri, Dr., Moulvi, etc.

**For Example:** Sri Rajib Basu. Dr. Bipin Dutta, M. D.

**Before Female**

Mrs., Miss, Srimati, Srijukta, Ms., etc.

**For Example:** Mrs. Champa Roy.

**Before any Company name:**

Messrs., M/s.

**For Example:** Messrs Haniman longman & Co. Ltd.



## A Sample Letter

Memari, Delhi

The 11th May, 2014 → **HEADING**

My dear Father, → **SALUTATION**

I have reached at college safely. I am glad to tell you that the journey, on the whole, has been pleasant. I will go back as soon as I have finished my work at Delhi. → **BODY OF THE LETTER**

Affectionately yours, → **SUBSCRIPTION**

Sudip → **SIGNATURE**

ADDRESS ON THE ENVELOPE → **SUPERSCRPTION**  
(Sender's name and address\*)

Sri Pulin Bihari Maity  
25, Salboni Sadan Road  
Behala, Kolkata

