



इंग्रजी - लेख १०

सुदाम कुंभार, शाळा : शैलेंद्र एज्युकेशन सोसायटी, दहिसर

Letter Writing (Informal)

Informal Letter म्हणजे अनौपचारिक पत्र. हे पत्र आपल्या कुटुंबातील लोकांना उदा. आई, वडील, भाऊ, बहीण तसेच इतर नातेवाईक आणि मित्र तसेच ओळखीच्या लोकांना लिहावयाचे असते. Informal Letter लिहिताना पुढील काही मुद्दे लक्षात ठेवा-

- 1) पत्रा लिहिताना स्वतःचे नाव लिहू नका. प्रश्नामध्ये जर नाव असेल तर मात्र तेच नाव लिहा.
- 2) पत्रा लिहिल्यावर न विसरता तारीख लिहा.
- 3) पत्राच्या विषयानुसार पत्र्याची निवड करा. (उदा. घरचा किंवा वसतिगृहाचा.)
- 4) Salutation (मायना) लिहिताना Dear Mother, Dear Father/ Papa/ Dad, Dear Madhura, Dear Madhav इ. अशी सुरुवात करा.
- 5) वरीलप्रमाणे सुरुवात केल्यानंतर पत्राच्या विषयाला अनुसरून थोडक्यात प्रस्तावना करा. उदा.

1) Dear Madhura,

Receive my heartiest congratulations on your brilliant success in singing competition.

2) Dear Raghav,

A couple of days back, I saw the wellknown movie Dhamaal. This movie has been running in the city for the last six months...

3) Dear Prasad,

I am sure you have done pretty well in the S. S. C. Examination. As regards me, I have done also well and expect a good score.

I shall be happy if you come over here and spend your holidays with us...

4) Dear Papa,

I have not heard from you ever since you left this place. I hope you are in the best of health and spirit...

5) Dear Mother,

I am sure you will be surprised to have this unexpected letter from me. I am fine here.

I write to you to tell...

6) Dear Uncle,

I was so upset that you couldn't be here for my birthday. I missed you so much...

7) Dear Komal,

I am very happy to write to you about my visit to Nagzira Sanctuary a few days back...

हे सर्व काळजीपूर्वक वाचल्यावर तुमच्या लक्षात येईल की, Salutation (मायना) मध्ये पत्राचा विषय व मार्गदर्शक मुद्दे यांना अनुसरून सुरुवात करावी.

आता पाहू या Informal तसेच Formal पत्रासाठी 4 गुण कसे मिळतात व त्यासाठी काय अपेक्षित आहे-

- * Use of given contents - mark 1
- * Relevant additional content and vocabulary - mark 1
- * Correct spelling, grammar and punctuation - mark 1
- * Evidence of a range of grammatical structures - mark 1

Total

4 marks.

Letter Writing या प्रश्नामध्ये ज्यांना अडचण येते, अशा विद्यार्थ्यांनी हे करून पाहा-

- * एखाद्या परिचित पत्राचे पाठोपाठ वाचून घ्यावे.
- * प्रत्येक वाक्य समजावून घेण्याचा प्रयत्न करा.
- * वाचन व आकलन झाल्यावर पत्र पुन्हा लिहिण्याचा प्रयत्न करा.
- * अशा प्रकारे विविध पत्रांचा सराव केल्याने परीक्षेमध्ये पत्रलेखन करण्यास नक्कीच मदत होईल.

Letters for Practice :

1) You are planning to spend your summer vacation with your close friend Krishna. Write a letter of invitation to him with the help of following points-

- * why do you want to invite him ?
- * request him as soon as his exam is over.
- * write to him about your plan.
- * wish to learn new languages like French and German.
- * would go for trekking.
- * enjoy swimming in the river in nearby villages.
- * ask him to convey date of his arrival.
- * Add your own ideas.

XYZ,

Ganesh Kripa,

Grampanchayat Road,

Shirgaon,

Dist. Satara- 415109.

September 19, 2007

Dear Krishna,

I hope my letter finds you in good health. I miss you a lot. It's since two years that we have not met. I know you are enjoying your school life at Darjeeling. After all it is a hill station and climate must be pleasant over there.

This year I have decided to spend summer vacation with you. I wish you should join me immediately after your exams. are over. I have a very different plan this year. Let's learn new language either French or German. One of my close friends will teach us. On Sunday we will go for trekking to new spots. We can also Enjoy swimming in the river in the nearby village. The water is really cool and inviting. There are beautiful lotuses here. You will enjoy the scene.

I would like to know your probable date of visit to my place, so that I can make the preparation in advance and plan our holidays. My parents also remember you very often. They are waiting for your arrival. Convey my regards to your parents.

Yours faithfully,

XYZ

2) Your friend has passed his/ her S.S.C. Examination. Write a letter congratulating him/ her on his/ her success :-

You may use the followig points-

- He/She has passed with distinction.
- Congratulate him/her.
- He/ She does not wish to study further.
- Advise and encourage to continue studies.
- Promise to sent a present.

XYZ,

A/601, Ramdarshan,

S. V. Road,

Dahisar (E),

Mumbai-400 068.

18th September, 2007

Dear Sohan,

I received a letter of good news from Mitesh this morning that you have passed S.S.C. Examination with 85% marks, well done Sohan. Heartiest Congratulations! We are all very proud of you.

Mitesh wrote to me that you do not intend to continue your studies. But I feel that you must not give up your studies. now. You are a very genius boy. I am sure you will do very well at college. So it is my request to continue your studies. Take up any course you like. In this respect you can consult your teachers and I hope they will guide you better. You will always be at the top in future.

I am sending a dictionary as a present to you. Let me know how you like it. Love to all at home.

Yours Lovingly,

XYZ.

वरील दोन्ही पत्रे लिहिताना तुम्ही तुमच्या ideas सुद्धा यामध्ये देऊ शकता.

अशा प्रकारे आपल्या शालांत परीक्षेची तयारी करताना Q. VI-(1) Formal and Informal letter या प्रश्नासाठी प्रस्तुत लेखामधील माहिती तुम्हाला नक्कीच उपयुक्त ठरेल.

उद्याचा विषय : बीजगणित

लोकसत्ता
यशस्वी भव!
दहावी अभ्यास मालिका