Day: Monday

Date: 6th April 2020

Subject: English (Form 4)

**DIRECTED WRITING.**

Time suggested: 45 minutes

**\*EXPRESS NOTES** (INFORMAL LETTER)

1. Informal letters are letters written to friends or relatives
2. Informal letters follow a definite format:

* Address is at the top right-hand corner of the letter
* The date is below the address
* Start your letter with “Dear” or “Dearest” on the left-hand side of the letter
* Inquire about the person’s health in the introductory paragraph
* Contents are in the other paragraphs
* Send regards to others in the family in the concluding paragraph
* Closing is on the right-hand side of the letter
* You may sign off with “Yours Sincerely”, “Yours Truly”, “Your lovely son” or “Your caring friend”.

1. Language is simple and personal but not as formal as formal letters.

**PRACTICE.**

Your uncle had a mild stroke recently and your cousin is very worried about his health. You saw the following tips in a health magazine on how to prevent stroke. Write a **letter** to your cousin using the notes given below.

* Stop smoking
* Keep blood pressure down
* Eat a low-fat, low-salt diet
* Eat lots of fruits and vegetables
* Lose extra weight
* Get regular check-ups

You must elaborate on all the notes.