

Informal Letter

You are Ananya/Arjun, a student of Class VI. Recently, your school introduced a “Reading Corner” in every classroom to encourage students to develop reading habits. Students are allowed to donate storybooks, magazines, and newspapers for the classroom library.

Write an informal letter to your friend describing:

1. The new Reading Corner in your classroom,
2. How students are participating in the activity,
3. The kinds of books available,
4. And how this initiative is helping students.

Instructions:

1. Use the correct format of an informal letter.
2. Include sender’s address and date.
3. Write in about 100–120 words.
4. Maintain an informal and friendly tone.

Message Writing

You were absent from school because of fever. During the day, your class teacher called to inform that the Science Quiz scheduled for tomorrow has been postponed to next Monday. Students have also been asked to prepare one chart on “Save Water”.

Your mother received the call and left a message for you.

Write the message in not more than 50 words.

Instructions:

1. Use proper message format.
2. Mention date and time.
3. Include all important details.
4. Keep the message short and clear