**SYBSc SEMESTER IV**

**US04AENG21 (FUNCTIONAL ENGLISH)**

**Letters for Social Occasions**

1)A Social letter are personal **letter** written on the occasion of a special event is known as a **social letter.**

* A personal letter is a type of [letter](https://www.thoughtco.com/what-is-letter-writing-1691110) (or informal [composition](https://www.thoughtco.com/what-is-composition-english-1689893)) that usually concerns personal matters and is sent from one person to another.
* It aims to strengthen a relationship.
* Look into your heart for the feelings
* If you were there in person at a particular situation ,what would you say…..keep that in mind.
* Let your personality reflect in your words
* One tip is that the word I should be used far less than You(Don’t write too much about yourself

2) Such letters can be: Congratulatory **letter**, condolence **letter**, invitation **letter** etc.

**1) CONDOLENCE LETTERS**

First of all, **you should write and send/deliver your sympathy letter or note promptly-- generally within the first two weeks** following the loss.

1. Acknowledge the loss and refer to the deceased by name. ...
2. Express your sympathy.
3. Note one or more of the deceased's special qualities that come to mind.
4. Include your favorite memory of the deceased.
5. Remind the bereaved of his or her personal strengths and/or special qualities.

**Offer to help the survivor in a specific way.**

**Sample Points**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_,

1. Acknowledge the loss and refer to the deceased by name.
**I was deeply saddened/shocked to hear about the death of \_\_\_\_\_\_\_\_\_\_\_\_\_.**

2. Express your sympathy.
**I cannot imagine how difficult this must be for you now, but please trust that I care about you.**

3. Note one or more of the deceased's special qualities.
**\_\_\_\_\_\_\_\_\_\_\_\_ was such a kind, gentle soul. He /She would do anything to help improve the life of a child.**

4. Include your favorite memory.
**I remember the time that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

5. Remind the bereaved of his or her personal strengths and/or special qualities.
**I cannot imagine how much you will miss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ but you've always seen the best in everyone you know because of your generous heart.**

6. Offer to help the survivor in a specific way.
Perhaps you could use your scrapbooking talent to make a lasting memory book of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? If you would like, I can come over on Tuesday evening to help you make your scrapbook. I have some wonderful pictures of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that I'd love to share with you, as well as several personal memories of how he helped children.

7. End with a thoughtful hope, wish or sympathy expression.
**I will always be here to support you,**

[Sign your name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Writing to Friend who has lost his/her father

Dear …………….

I am grieved to hear the sad news about the death of your respected father. I just can’t tell how sorry and sad I am. Your father has always lived a rich life. He will be remembered by all with whom he was associated as a lively and helpful man. I remember how jolly and loving he was and how he would always remember my birthday.

The loss is no doubt great and irrecoverable, but you have to bear it with great courage and patience and more so when you are the head of the family.

May his soul rest in peace in heaven.

If there is anything I can do for you, please write/call without hesitation.

Yours sincerely

………………

 **On loss of a relative/friend**

**Dear……………………….**

We were greatly upset/shocked this morning at seeing the announcement of your sister’s death in the newspaper. We had no idea that the accident about which we read was about her. We feel most deeply for you and your parents in these sad circumstances. This is so sudden and unexpected that we cannot believe that she is no longer alive and that we can never meet a smiling and cheerful person ever again

 Accept our deepest and heartfelt sympathy. Your sister had so many friends and was close to us too. So, we feel that we too have lost a great friend. My brother and sister sympathize very deeply with you and pray to god gives you the strength to bear this unexpected and terrible loss.

If there is anything I can do please write or call without hesitation anytime.

Yours sincerely,

……………………………

Priyanka

 LETTERS OF ENCOURAGEMENT

* **Admit that there is an adverse situation at the moment.**
* **Mention the issue or problem.**
* **Indicate conviction that the situation can be overcome.**
* **Suggest how the situation can be overcome.**
* **Reinforce your faith that they are empowered, and will overcome.**
* **Let them know how proud you are of them.**
* **If appropriate, tell them you love them.**

Encouraging and wishing best of luck to your brother in 12th Std who is unhappy with his result in the Preliminary Exams

Dear Anand,

I hope my letters find you in the best of your health and spirits. I always miss your playfulness and jolly nature when I am not with you.

Mummy told me that you are very disappointed with the Prelims marks and are feeling dejected and depressed. She also told me that you have almost stopped studying.

Well, what can I tell you? But what I know about you is that you are the most capable amongst all of us and I am sure that you are burdening yourselves with expectations from your teachers and others. I would only say that forget about everything and think logically, what went wrong and which areas need your attention. Have confidence in your hard work and ability: we are confident about you. Remember, how you are able to solve things which others find so hard.

Don’t feel let down by anything. I am sure you will make it big in this exam. You have the potential and strength to prove your abilities. No matter what, we will always love you and be with you at every success and failure.

So, trust yourself. I wish you all the best to perform to the maximum and come out with flying colours. God bless …do well.

Yours loving bro

Jay

**2) invitation letter**

## **Tips to remember while writing an informal invitation letter are**

* The letter must state the reason for the invitation.
* The letter must describe the event or the occasion in brief.
* The letter must have a cheerful and positive tone.
* The letter must sound friendly and warm.
* The letter must be grammatically correct.

From,

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Date:\_ \_\_\_\_\_( on which the letter is written )

To,

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Dear\_\_\_\_\_\_\_ ( name of the recipient),

I am writing this letter to inform you about the upcoming \_\_\_\_\_\_( mention the occasion or the event) It has been a while since we all have met up. And I feel that this is a great opportunity for all us family members to come together and celebrate.

It was a long time ago that all of us met. And each one of us had enjoyed it thoroughly. Hence, on behalf of everyone, I am taking the initiative to bring everyone under one roof.

Also, I am going to be needing your help for the preparations of ( mention the event or the occasion) Let us work together to make this a grand success.

Do revert back your confirmation.

I am waiting to hear from you.

Kind Regards,

(name and signature)

Write a letter of Invitation to your cousin for your parents 25th wedding Anniversary.

From,

Radhika Shah

Mumbai 709808.

Date: 12th Dec 2020.

 Dear

 I am writing this letter to remind you about the upcoming occasion of the 25th marriage anniversary of my parents. It is on 1st January but we are planning on celebrating it on coming weekend. The purpose behind this is so that everyone can attend the function, and it will be like a small family reunion. It’s been a long time since all of us have met. Hence, I would like to take advantage of this opportunity. Do keep yourself free to be here . The gathering will be incomplete without you.

 Also, I am going to be need your help with all the preparations. So I am writing to you in advance to make it convenient to be available and come a few days earlier. It will be lots of fun as it has always been in our family.

Do let me know. I am waiting for your response.

With lots of love

Radhika

Write a letter inviting your friend to join you for a picnic

My Dear …………….

Our classmates \_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_ are planning to visit Gujarat for a week from Mumbai. They will arrive next Saturday morning. On Sunday, we are planning a one-day picnic to Sasan. It would be wonderful if you can also come. It would be get-together after so many years. We will have great fun remembering our college days

We plan to start very early in the morning so it would be better if you come a day earlier on Saturday or Friday evening , and don’t worry about anything. Everything has been taken care of. You must come.

 Yours loving friend

Write a letter congratulating your cousin for securing a seat in the MBBS.

Dear………………

I just heard that that you have s………………(1) admission in MBBS in one of the best colleges of Gujarat. I know that c………………….(2) is very t…………….(3) and you have w……………. (4) h………. (5) for more than 3 years for this. It is even more s………………(6)to know that you have stood among the top 10 in the list. You always wanted to be doctor and with your d………………….(7) and so many s……………….(8)over the last three years you have achieved the first step.

I am sure your parents are very p…………(9)of you as we are of you. I am confident that at the end of your s…………………..(10) you will come out as fine doctor and fulfil the dreams that you had. Congratulations once again and all the best for your future.

 Thank you letters

 Express your **gratitude** and name the **gift** or action **you** received.

 **Write** a sentence or two about how **you** benefited from the **gift** or actions

The main thing you need to do is show how much you appreciate the gift or hospitality. Even if you didn't care for the gift or if you didn't have a wonderful time, you should still send a thank you note. After all, the person thought enough of you to get you a gift or prepare her home for you.

In the the beginning of the note, you need to be clear with the person what you are thanking them for and be specific. If this is for a gift at a shower, birthday party, or some other event that involved multiple gifts from a lot of people, have someone jot down who gave what as you open them.

Phrases to help with the opening line:

* Thank you for the...
* I am grateful for...
* I am thankful for...
* I appreciate the...

Here are some examples:

* Love
* Warmly
* Friends always
* Pals forever
* Affectionately

Dear [Name],

I would like to thank you for the generous gift. I am so glad that you were able to take time out of your schedule to attend my graduation party. The watch you bought me is truly one of the most useful gifts I received.

It is difficult for me to find the words to express my gratitude.

A watch was the perfect gift. I certainly understand the need to value time as my most important asset right now. My internship is about to be over at the end of this month. I have already received job offers from several renowned firms. I might need your astute advice and suggestion in order to make the final decision.

Once again, thank you for the wonderful gift. It will remain with me for a long time to come and hopefully one day I'll be able to give it to one of my children.

Sincerely,

