

# Letter Writing Tips for SBI PO Descriptive Paper 2017

With just a few days left for the **SBI PO Mains** exam, you must be probably looking for a smart strategy to ease your burden. Keeping this in mind, we have formulated some great Letter Writing Tips for SBI PO descriptive paper.

Since the **Descriptive Paper is worth 25 marks**, it can drastically improve your chances of making it to the interview round! The Letter Writing exercise in the **SBI PO 2017 Descriptive Test** is likely going to be worth **20 marks** and you will have about 10 minutes to tackle it. The good news is that with these **Letter Writing Tips for SBI PO Descriptive Paper 2017** you can be fairly certain to score those marks easily.

For essay writing tips, please check out the links below:

[\*\*Essay Writing Tips for SBI PO 2017\*\*](#)

[\*\*Expected Essay Topics for SBI PO 2017 Descriptive Paper\*\*](#)

[\*\*Previous Years' Essay Topics for SBI PO 2017 Descriptive Paper\*\*](#)

[\*\*Sample Essays for SBI PO Descriptive Paper\*\*](#)

## Quick Letter Writing Tips for SBI PO Descriptive Paper 2017

### 1. Formal Letter & Informal Letter

- The question might not mention whether you should write a *formal* or an *informal* letter. Just remember that a **letter addressed to an official is**

a **formal letter** whereas the one addressed to your **friends/family** is an **informal letter**.

- Familiarize yourself with the formats of both formal and informal letter.

Check our post on:

### **Sample Letter & Formats for Informal & Formal Letters**

The **difference between the layouts and writing style of both the types of letter is that** a formal letter is to the point and requires you to choose your words very carefully. On the contrary, an informal letter lets you add extra information and can, therefore, make your letter seem more interesting.

- Before we discuss other letter writing tips for SBI PO exam, remember that there are certain important parts that need to be included in both the types of letter:

S.No	Parts of Letter	About the Parts of Letter
1.	Letterhead	Your false address
2.	Dateline	Today's date
3.	Letter Address	The recipient's/ addressee's false address
4.	Subject (Only in the formal letter)	The reason why you are writing the letter
5.	Salutation	References like "Dear Sir/Madam", "Dear Mother, or simply "Sir" etc.
6.	Contents of the Letter	Contains an introductory paragraph, 'body' explaining the subject in detail and a concluding paragraph.

7.	Complimentary Closing	Regardful signing off, for e.g. “yours truly”, “yours faithfully”, etc.
8.	Writer’s Name & Designation	Your false name & designation (if given in question)

**Note:** If there are name and address mentioned for you in the question, then write only those as your false name and false address, respectively.

## **2. The Best Structure for Your Letter (Informal & Formal)**

- Besides the intro and conclusion, we need to add about 2-3 paragraphs of body.
- In the introductory (first) paragraph of the formal letter, introduce yourself and state the reason for writing the letter.
- On the other hand, you don’t need to introduce yourself in an informal letter. Just stating the reason for writing the letter would suffice.
- Convey information in a **planned** way. Start with the most crucial information (the central message of the letter). Then gradually add more data to back your contentions. Keep the least relevant information for the concluding paragraphs of the letter. This will also help you stick to the word limit while simultaneously ensuring that you add all necessary points to the letter.
- There are certain **rules** you should know about the complimentary closing of formal letters. If you know the name of the addressee and begin the letter with "Dear Mr. Abc", etc. then stick to signing off with ‘**yours sincerely/truly**’. However, If you don’t know the name and are addressing the recipient as "Dear Sir", "Dear Sir/Madam", etc. then close the letter with ‘**yours faithfully**’.
- It is generally the safest and the best practice to write ABC or XYZ instead of mentioning your name in the letter.

### 3. More about pitching the perfect letter

- Practice is the key! The more you practice, the more proficient you will become. Salutations, letter address, dateline, complimentary closing, etc tend to remain somewhat similar in most letters. Therefore, by learning to write these quickly, you can save a great deal of time during the exam.
- Practice letter writing on MS Word to develop your typing speed.
- Letter-writing tests your communication skills so make sure you keep the tone of your letter polite.

We hope that these letter writing tips for SBI PO descriptive test give you a better idea of what the examiner expects of you in the exam. Let us know if you need more help.