



Multibhashi



Informal letters



Class Objective

I will be able to write informal letters in German.



Concept A. Points to remember while writing an informal letter

- Since the letter is informal, try to keep the language as friendly as possible. Taking the language up a formal notch, would altogether change the mood of the letter.
- Cover all the given points. Don't skip any point, as it will reduce your marks.
- Remember not to cross the word limit.
- Try to start with a good introduction. Remember you are writing an informal letter. Starting with a friendly salutation with the first name of the person is preferable, like, 'Lieber Frank/Liebe Eva'.



Concept A. Points to remember while writing an informal letter

- Start with a friendly question, like 'wie geht es dir/ ich möchte dir etwas erzählen/ es gibt etwas Neues'.
- Remember to start the letter with a small letter word.
- For every point, try to write at least 2-3 sentences.
- While concluding, writing that you are waiting for an answer, would sound good.
- End also with a friendly greeting.
- At the end, re-read your letter, and make corrections wherever necessary.



Concept B. Phrases that can be used while writing a letter.

- Anrede(Salutation)- Liebe/Lieber (Vorname),/ Hallo (Vorname)
- Einleitung(Introduction)- wie geht es dir?/ ich möchte dir etwas erzählen/ es gibt etwas Neues/.....
- Haupt Text(Maintext)- For each point, try to write 2-3 sentences.
- Concluding sentences- Sag bitte Bescheid, ob...../ Bitte antworte mir bald/ Ruf mich an/.....
- Concluding greeting- Bis bald/ Viele Grüße/ Herzliche Grüße/ Ciao/ Servus
- Sender's name- Your First name



Concept C. Phrases used while writing the main text.

- **beschreiben(describe)**- gestern war ich...../Unfall gehabt...../
geht gut/ nicht so gut/hat Schmerzen, etc.
- **begründen(to reason)**- braucht/ möchte gern/ wünscht sich/ fühlt
sich..... weil/ denn/ deshalb...../ würde sich freuen, wenn.....etc.
- **Vorschlag machen(making suggestions)**- Ich schlage vor, dass...../
Wollen wir...../ Es wäre schön, wenn...../ Sollen wir.....? Ich plane...
Machst du mit? Etc.

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