Writing Alphabets and Formal and Informal Letters

Class Objective

To understand how alphabets are written and how to write in German

Concept A: Basics of German

Let's revise the alphabets:

A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, Ä, Ö, Ü, ß

Concept B: Basics of writing

1. Verb should be in the 2nd position in a normal sentence
2. Nouns should be in capital
3. Placement of verbs differ as per the conjunctions, subordinate sentences
4. When you write an email, the first paragraph should be started with small letter

Example - Liebe Maria,

wie geht es dir?

5. We have different format for formal letter and informal letter

Concept B: Basics of writing

Formal letter format-

- *Below is the letter greetings*

1. *Lieber Herr Lehmann* (Dear Mr. Lehmann)
2. *Liebe Frau Helmholtz* (Dear Mrs. Helmholz)
3. *Sehr geehrte Damen und Herren* (Dear Sir/Madam)
4. *Sehr geehrte Frau Präsidentin* (Dear Madam President)
5. *Sehr geehrter Herr Professor Futterknecht* (Dear Professor Futterknecht)

Concept B: Basics of writing

Formal letter format-

- In German, we don't capitalize the first letter of the first sentence following the greeting because it is seen as a continuation from the opening greeting:

- *Liebe Sara,*
  wir hoffen alles geht gut bei dir. (We hope everything is well with you.)

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