



Multibhashi



# Informal letter 2



# Class Objective

I will be able to write informal letters.



## Concept A. Tips to keep in mind 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.



## Concept A. Tips to keep in mind while writing an informal letter.

- 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'.
- 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.



## Concept A. Tips to keep in mind while writing an informal letter.

- 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/.....

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**EECS 441: ADVANCED TOPICS IN SIGNAL PROCESSING**  
**LECTURE 1: INTRODUCTION TO THE COURSE**

**1.1 COURSE OBJECTIVES**

**1.2 COURSE STRUCTURE**

**1.3 COURSE MATERIALS**

**1.4 COURSE SCHEDULE**

**1.5 COURSE FACULTY**

**1.6 COURSE CONTACTS**



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**PHONE** **COUNTRY** **CITY** **AREA** **NUMBER**

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