

Informal letter: Writing a letter to your friend giving advice about how to learn to drive.

Class Objective: I am able to write an informal letter to your friend giving advice about how to learn to drive.



An informal letter or friendly letter, is a personal letter with feelings that is normally written to family, friends or relatives. Date and address can be mentioned in the letter. It helps for easy reference for the receiver to reply to your letter.

Concept A: Address the person appropriately using the Salutations.

Expressions:

- Dear Friend's Name
- Dear Mr./Miss.Surname (for eg- neighbour)
- Dear Aunty/Uncle/Granny/Grandpa
- Dear Mom/Dad

Concept B: The opening of informal letters can be casual and comforting.

Expressions:

- I hope this letter find you in good health.
- I hope you are doing well.
- How are you and your family?
- How are you? How have you been?
- How are things going on with you?

1. **Introduction**

2. **Background**

3. **Method**

- 1. **Study Design**
- 2. **Participants**
- 3. **Intervention**

4. **Results**

- 1. **Primary Outcome**
- 2. **Secondary Outcome**
- 3. **Subgroup Analysis**

5. **Conclusion**

- 1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Notes**

- 1. **Notes**
- 2. **Notes**
- 3. **Notes**

10. **References**

1. **Introduction**

This document describes the system architecture and components.

2. **System Architecture**

- 1. **System Overview**
- 2. **System Components**
- 3. **System Flow**

3. **System Components**

- 1. **System Overview**
The system is designed to provide a comprehensive solution for managing data and resources. It consists of several key components that work together to ensure efficient operation.
- 2. **System Components**
The system is composed of the following main components:
 - 1. **System Overview**
 - 2. **System Components**
 - 3. **System Flow**
- 3. **System Flow**
The system flow is designed to be intuitive and easy to use, allowing users to navigate through the system with minimal effort.

4. **System Flow**

- 1. **System Overview**
The system is designed to provide a comprehensive solution for managing data and resources. It consists of several key components that work together to ensure efficient operation.

5. **System Flow**

6. **System Components**

7. **System Flow**

8. **System Components**

- 1. **System Overview**
- 2. **System Components**
- 3. **System Flow**

9. **System Flow**

1. **Introduction**

2. **Background**

3. **Method**

1. **Study Design**
2. **Participants**
3. **Intervention**

4. **Results**

1. **Primary Outcome**
2. **Secondary Outcome**
3. **Subgroup Analysis**

5. **Conclusion**

1. **Summary**

6. **References**

7. **Appendix**

8. **Supplementary Materials**

9. **Footnote**

1. **Page 1**
2. **Page 2**
3. **Page 3**

10. **Page 4**