

Mastering Letter Writing: Class 5 English Flashcards

Learning objective: To understand the features, structure, and formal tone required for writing letters in the CBSE / NCERT Curriculum.

Use these flashcards to test your knowledge of letter writing. Read the front of the card, then check the answer to see if you have identified the correct feature or rule.

Where should the sender's address be placed in a formal letter?	What is the correct way to start a formal letter if you do not know the recipient's name?
In the top right-hand corner of the page.	Dear Sir or Madam,
How should a formal letter end if you started it with 'Dear Sir or Madam'?	How should a formal letter end if you know the recipient's name (e.g., Dear Mr Smith)?
Yours faithfully,	Yours sincerely,
What is a 'salutation' in the context of letter writing?	True or False: In a formal letter, you should use contractions like 'don't' or 'can't'.
The opening greeting, such as 'Dear...' or 'To whom it may concern'.	False. You should use the full words 'do not' and 'cannot' to maintain a formal tone.
What is the purpose of the first paragraph in a formal letter?	What is a 'valediction'?
To clearly state the purpose or reason for writing.	The closing or sign-off of a letter, such as 'Kind regards' or 'Sincerely'.
Where is the recipient's address placed in a formal letter?	How does an informal letter differ from a formal letter in terms of tone?
On the left-hand side, below the sender's address and date.	An informal letter uses a relaxed, conversational tone and can include slang, contractions, and emotive language.
If Pip the caterpillar is writing to a friend, what type of letter is he likely to use?	If Max the monkey is writing a letter of complaint to a shop about a broken toy, what type of letter should he use?
An informal letter.	A formal letter.