**UNIT 1**

**KINDS OF SENTENCES**

## What is a Sentence?

To express our thoughts, beliefs, ideas, or expressions, we need some groups of words arranged in a specific way that helps us to communicate easily.  In English Grammar, **A sentence is defined as a group of words containing a subject and a verb expressing the complete sense of a statement, or a question**. A subject in a sentence provides information about the noun and a verb tells about the action of the noun.  A sentence when written always begins with a capital letter and ends with a full stop or question marks or marks of exclamations. The use of these marks at the end of a sentence depends on the type of sentence. In this article, we will learn about different types of sentences, their examples, and how influence the use of marks at the end of the sentence.

Sentences can be classified in two ways: based on their function and based on their structure. When you describe a sentence based on its function, you’re describing it based on what it does.

### Declarative sentences

A [declarative sentence](https://www.grammarly.com/blog/declarative-sentences/) is a sentence that:

* Makes a statement
* Provides an explanation
* Conveys one or more facts

Declarative sentences are among the most common sentences in the English language. You use them every day. They end with periods.

Here are a few examples of declarative sentences:

* I forgot to wear a hat today.
* Your pizza is doughy because you didn’t cook it long enough.
* Spiders and crabs are both members of the arthropod family.

### 1.Kinds of Sentences

### Interrogative sentences

An interrogative sentence is a sentence that asks a question, like:

* How many pet iguanas do you have?
* May I sit here?
* Aren’t there enough umbrellas to go around?

One hallmark of interrogative sentences is that they usually begin with pronouns or auxiliary verbs. When this kind of sentence *does* start with the subject, it’s usually in colloquial speech. For example:

* He went there again?
* Rats can’t swim, right?

### Exclamatory sentences

Much like an interrogative question ends with a question mark, an exclamatory sentence ends with an exclamation mark. These sentences communicate heightened emotion and are often used as greetings, warnings, or rallying cries. Examples include:

* Hey!
* High voltage! Do not touch!
* This is Sparta!

The only difference between a declarative sentence and an exclamatory one is the punctuation at the end. But that punctuation makes a big difference in how the reader or listener interprets the sentence. Consider the difference between these:

* It’s snowing.
* It’s snowing!

### Imperative sentences

An [imperative sentence](https://www.grammarly.com/blog/imperative-sentences/) is a sentence that gives the reader advice, instructions, a command or makes a request.

An imperative sentence can end in either a period or an exclamation point, depending on the urgency of the sentiment being expressed. Imperative sentences include:

* Get off my lawn!
* After the timer dings, take the cookies out of the oven.
* Always pack an extra pair of socks.

With an imperative sentence, the subject is generally omitted because the reader understands they’re the one being addressed.

### Conditional sentences

[Conditional sentences](https://www.grammarly.com/blog/conditional-sentences/) are sentences that discuss factors and their consequences in an if-then structure. Their structure is:

Conditional clause (typically known as the if-clause) + consequence of that clause.

A basic example of a conditional sentence is:

* When you eat ice cream too fast, you get brain freeze.

Getting more specific, that sentence is an example of a zero conditional sentence. There are actually four types of conditional sentences, which we cover in detail (and explain which tense to use with each) in our [post on conditional sentences](https://www.grammarly.com/blog/conditional-sentences/).

## Types of sentence based on structure

The other way to categorize sentences is to classify them based on their [structure](https://www.grammarly.com/blog/sentence-structure/). Each of the types of sentences discussed above also fits into the categories discussed below.

### Simple sentences

A simple sentence is the most basic type of sentence. This kind of sentence consists of just one independent [clause](https://www.grammarly.com/blog/the-basics-of-clauses-in-english/), which means it communicates a complete thought and contains a subject and a verb.

A few examples of simple sentences include:

* How are you?
* She built a garden.
* We found some sea glass.

A simple sentence is the smallest possible grammatically correct sentence. Anything less is known as a [sentence fragment](https://www.grammarly.com/blog/mistake-of-the-month-sentence-fragments/).

### Complex sentences

In contrast to a simple sentence, a [complex sentence](https://www.grammarly.com/blog/complex-sentence/) contains one independent clause and at least one dependent clause. While an independent clause can be its own sentence, a dependent clause can’t. Dependent clauses rely on the independent clauses in their sentences to provide context.

Dependent clauses appear after a conjunction or marker word or before a comma. Marker words are words like whenever, although, since, while, and before. These words illustrate relationships between clauses.

The following are complex sentences:

* Before you enter my house, take off your shoes.
* Matt plays six different instruments, yet never performs in public.

### Compound sentences

[Compound sentences](https://www.grammarly.com/blog/compound-sentence/) are sentences that contain two or more independent clauses. In a compound sentence, the clauses are generally separated by either a comma paired with a [coordinating conjunction](https://www.grammarly.com/blog/coordinating-conjunctions/) or a [semicolon](https://www.grammarly.com/blog/semicolon-vs-colon-vs-dash/). In some cases, they can be separated by a colon.

Examples of compound sentences include:

* I was thirsty, so I drank water.
* She searched through her entire closet; she could not find her denim jacket.

How can you tell if you have a compound sentence? Swap out your semicolon, colon, or coordinating conjunction for a period. If you now have two distinct, complete sentences, you’ve got a compound sentence.

### Compound-complex sentences

When a sentence has two or more independent clauses *and* at least one dependent clause, that sentence is a compound-complex sentence. These are long sentences that communicate a significant amount of information. The clauses don’t need to be in any specific order; as long as you’ve got at least two independent clauses and at least one dependent clause, you’ve got a compound-complex sentence.

Here are a few examples of compound-complex sentences:

* I needed a new computer, so I got a laptop because they’re portable.
* The students were excited; they could go home early because of the power outage.

**2 .QUESTION TAG**

## What Is a Question Tag?

A question tag can be generally described as a simple statement followed by a short question. Question tags are most often used in spoken language to confirm something that is said and also to encourage the listener to give an answer. In written language, the use of question tags can be seen only in dialogue writing and in stories which include dialogues.

### Definition of a Question Tag

A question tag or a tag question, according to the Oxford Learner’s Dictionary, is defined as “a [phrase](https://byjus.com/english/phrases/) such as ‘isn’t it?’ or ‘don’t you?’ that you add to the end of a statement in order to turn it into a question or check that the statement is correct, as in, you like mushrooms, don’t you?” The Cambridge Dictionary defines a question tag as “a short phrase such as “isn’t it” or “don’t you” that is added to the end of a sentence to check information or to ask if someone agrees with you”, and according to the Merriam-Webster Dictionary, a question tag is “a question (such as isn’t it in “it’s fine, isn’t it?”) added to a statement or command (as to gain the assent of or challenge the person addressed)”. The Collins Dictionary definition of a question tag is as follows – “In grammar, a question tag is a very short [clause](https://byjus.com/english/clauses/) at the end of a statement which changes the statement into a question. For example, in ‘She said half price, didn’t she?’, the words ‘didn’t she’ are a question tag.”

## Forming and Using Question Tags in Sentences

While question tags can look pretty easy to use, there are a few things you have to be mindful of when using them. Take a look at the following points to learn how to use a question tag accurately in a sentence.

* A sentence with a question tag takes the form – Statement, question tag?
* The [punctuation](https://byjus.com/english/punctuation/) of a sentence with a question is as follows – Capital letter to begin the sentence, a [comma](https://byjus.com/english/comma/) at the end of the statement, followed by the tag question and a [question mark](https://byjus.com/english/question-mark/).
* The use of [pronouns](https://byjus.com/english/pronouns/) in question tags is another thing you need to focus on. If a pronoun is used as the [subject](https://byjus.com/english/subject/), use the same pronoun in the question tag. On the other hand, if a [noun](https://byjus.com/english/nouns/) (name of a person/place/animal/thing/idea) or a [noun phrase](https://byjus.com/english/noun-phrase/) acts as the subject in the statement, use a pronoun based on the gender/number in the question tag.
* If the statement is positive or affirmative, the question tag should be negative, and if the statement is negative, the question tag used should be positive.

For example: You are happy, aren’t you? (Positive statement – negative tag)

You aren’t happy, are you? (Negative statement – positive tag)

## Examples of Sentences with Question Tags

Now that you know the function of question tags and how it is formed, read through the following 20+ question tag examples and analyse how it works.

### Positive Statements with Negative Question Tags

* Shahina is the new lead, **isn’t she?**
* They have confirmed, **haven’t they?**
* Tharun and Varun are on their way to the airport, **aren’t they?**
* Her father is a doctor, **isn’t he?**
* The baby elephant that fell into the well was rescued by the locals, **wasn’t it?**
* Arranging transport and accommodation for the guests had been their first priority, **hadn’t it?**
* You like cookies, **don’t you?**
* Bring me some tissue papers, **will you?**
* They bought a new LED television, **didn’t they?**
* You have been looking for an apartment, **haven’t you?**

### Negative Statements with Positive Question Tags

* Ritu and Brinha were not the best of friends from the start, **were they?**
* Sheena will not be attending the ceremony, **will she?**
* She would not have done that, **would she?**
* They have not arrived yet, **have they?**
* Buying a new car when you already had a loan wasn’t a good idea, **was it?**
* Making small talk isn’t your forte, **is it?**
* Balu, the bear isn’t the one that saves Mowgli from the monkeys, **is it?**
* All students have not submitted their assignments yet, **have they?**
* Tina had not informed the others about the change of venue, **had she?**
* You cannot survive without your phone, **can you?**

### Positive Statements with Positive Question Tags to Express Interest, Anger and Surprise

* She is going ahead with her decision, **is she?**
* So they are moving to Italy, **are they?**
* You think this is a joke, **do you?**
* You’re just going to sit there, **are you?**
* So this is the way it is going to be from now on, **is it?**

## Check Your Understanding on Question Tags

Here is an exercise for you to check how far you have understood the use of question tags. Go through and add question tags to the following sentences.

1. You must be there by 11:30 a.m., \_\_\_\_\_\_\_\_\_\_\_

2. Gowri is not present today, \_\_\_\_\_\_\_\_\_\_\_

3. The teacher had asked you to submit an address proof, \_\_\_\_\_\_\_\_\_\_\_

4. He is the prime suspect, \_\_\_\_\_\_\_\_\_\_\_

5. Harini and Gowtham were not here, \_\_\_\_\_\_\_\_\_\_\_

6. Get me the duster, \_\_\_\_\_\_\_\_\_\_\_

7. I don’t think your sister will be pleased to see this, \_\_\_\_\_\_\_\_\_\_\_

8. You will have waited for me, \_\_\_\_\_\_\_\_\_\_\_

9. They brought a bottle of wine when they came, \_\_\_\_\_\_\_\_\_\_\_

10. Dom and Andreah have a baby girl, \_\_\_\_\_\_\_\_\_\_\_

Find out if you have got them all right from the answers given below.

1. You must be there by 11:30 a.m., **mustn’t you?**

2. Gowri is not present today, **is she?**

3. The teacher had asked you to submit an address proof, **hadn’t she?**

4. He is the prime suspect, **isn’t he?**

5. Harini and Gowtham were not here, **were they?**

6. Get me the duster, **will you?**

7. I don’t think your sister will be pleased to see this, **will she?**

8. You will have waited for me, **won’t you?**

9. They brought a bottle of wine when they came, **didn’t they?**

10. Dom and Andreah have a baby girl, **don’t they?**

**3.CONCORD**

**Subject-Verb Concord**

You already know what ‘subject’ and ‘[verb](https://www.toppr.com/guides/english/verbs/introduction-to-verbs/)‘ are in a sentence. ‘Subject’ is a noun or [pronoun](https://www.toppr.com/guides/english/pronoun/introduction-to-pronoun/) that tells us what the sentence talks about and ‘verb’ represents the action in the sentence. Then what is ‘subject verb concord/agreement’? It means that the subject and verb in a sentence should agree or match, otherwise the sentence will not sound right. Let’s understand the basic rules of [subject-verb agreement](https://www.toppr.com/guides/english/verbs/subject-verb-agreement/).

## Rule 1

**The verb and subject must agree in number (singular or plural)**

This means that if the subject is singular, the verb should be singular and if the subject is plural, the verb should also be plural.

Examples:

1. He plays [football](https://www.toppr.com/guides/essays/essay-on-football/). (SINGULAR)
2. They play football. (PLURAL)

## Rule 2

**The number of the subject (singular or plural) will not change due to words/phrases in between the subject and the verb.**

Examples:

1. One of the glasses is empty. (Here, since the subject is ‘one’, the verb should be ‘is’).
2. The bouquet of red roses smells so sweet. (Here, since ‘bouquet’ is the subject and not ‘roses’, the verb should be ‘smells’ and not ‘smell’)

## Rule 3

**Subjects that are joined by ‘and’ in a**[**sentence**](https://www.toppr.com/guides/english/sentences/types-of-sentences/)**, use a plural verb. Subjects that are joined by ‘either/or’, neither/nor’ use a singular verb.**

Examples:

1. Radha and Meera are coming home.
2. Neither Akshay nor Rohit is coming home.
3. My dad or my mom is arriving today.

## Rule 4

**The verb in a sentence containing ‘or’, ‘either/or’, ‘neither/nor’ agrees with the**[**noun**](https://www.toppr.com/guides/english-langauge/english-grammar/noun/)**or pronoun closest to it.**

Examples:

1. Neither the shoes nor the bag matches the dress. (Here, ‘bag’ is closest to the verb, hence ‘matches’)
2. Neither the bag nor the shoes match the dress. (Here, ‘shoes’ is closest to the verb, hence ‘match’)

## Rule 5

**When the subject is followed by words such as ‘as well as’, ‘along with’, ‘besides’, ‘not’ etc. ignore them and use a singular verb if the subject is singular.**

Examples:

1. Matt, as well as his dog, is expected shortly.
2. Pratik, along with his brother, is going to [school](https://www.toppr.com/guides/essays/essay-on-my-school/).

## Rule 6

**In sentences that begin with ‘here’, ‘there’, the true subject usually follows the verb.**

Examples:

1. Here are the chocolates.
2. There is a big puddle on the road.

## Rule 7

**In sentences that include sums of money, periods of time or distances etc. (as a unit), use singular verbs.**

Examples:

1. 500 rupees is a high price to pay.
2. 62 years is the minimum age of retirement.
3. 10 kilometers is too far to walk.

## Rule 8

**In the case of words such as ‘a lot of’, all’, ‘some’ etc. in a sentence, pay attention to the noun after ‘of’. If the noun after ‘of’ is singular then use a singular verb, if plural, use a plural verb.**

Examples:

1. All of the cake is gone.
2. All of the cakes are gone.
3. A lot of the cake is gone.
4. A lot of the cakes are gone.
5. Some of the cake is gone.
6. Some of the cakes are gone.

## Rule 9

**In the case of collective nouns such as ‘group, ‘population’, ‘family’, in a sentence, the verb can be singular or plural depending on their use in the sentence.**

Examples:

1. Most of my family is here OR are here.
2. Half of the population was against the bill OR were against the bill.

## Rule 10

**Nouns such as ‘mathematics’, ‘civics’, ‘news’ etc. while plural in form, are singular in meaning and use singular verbs.**

Examples:

1. Mathematics is very difficult for some people.
2. The news is very saddening.

## Rule 11

**In sentences that express a wish, request or contrary to fact, the word ‘were’ is used instead of ‘was.**

Examples:

1. I wish my sister were here.
2. Aditya requested that she raise her glass.

## Solved Examples for You on Subject Verb Concord

**Question: Choose the correct subject verb combinations in the sentences below.**

1. The lady in the car (look/looks) like your [mother](https://www.toppr.com/guides/essays/essay-on-mother/).
2. Most of the milk (is/are) gone.
3. One of the flowers (has/have) wilted.
4. Either Ram or Shyam (is/are) coming today.
5. Here (is/are) the [newspaper](https://www.toppr.com/guides/essays/essay-on-newspaper-for-students-and-children/).
6. The group of dancers (is/are) here.
7. Civics (is/are) my favorite subject.

**Solution:**

1. The lady in the car looks like your mother.
2. Most of the milk is gone.
3. One of the flowers has wilted.
4. Either Ram or Shyam is coming today.
5. Here is the newspaper.
6. The group of dancers is OR are here.
7. Civics is my favorite subject.
8. **LETTER WRITING**

## What is Letter Writing?

Letter Writing has been deemed as one of the most useful forms learnt and used for various reasons. There are several kinds of letters, each of which has its own form and style. However, there are certain parts of the letter which remain the same. They include:

* Sender’s address
* Date
* Greeting or Salutation
* Body of the Letter
* Subscription
* Signature

#### Sender’s Address

The writer’s complete postal address has to be mentioned at the beginning of the letter on the left-hand side of the paper. This lets the receiver know where you wrote the letter from.

#### Date

The date is written just below the sender’s address, and It lets the recipient know when exactly the letter was written. The date may be written in any of the following ways:

4th July 2005

July 4, 2005

4/6/2005

4-6-2005

4.6.2005

#### Greeting or Salutation

The Salutation depends on the relationship between the sender and the receiver.

* To members of your family and friends, it could be Dear Father, My Dearest Friend, Dear Uncle, Dear Diana, etc.
* To Business people or any officer of higher rank, it could be Dear Sir, Dear Sirs, Sir/Ma’am, etc.

#### Body of the Letter

The message that you want to convey is stated in the body of the letter. The style, however, depends on the type of letter you are writing. The style of a friendly letter differs completely from that of a business letter or an official letter, but there are certain points that apply to both formal letters and informal letters.

Generally, when you draft the body of your letter, see to that you divide it into short paragraphs, according to the change in the subject matter. Use simple and direct language that is easy to comprehend. Put down all your points in a logical order. Mind your punctuation; incorrect punctuation will alter the meaning of the sentence completely.

#### Subscription

The subscription helps you end the letter in a polite and courteous manner. The subscriptions change according to the type of letter you are writing. It can be written as Yours faithfully, Yours lovingly, Yours sincerely, With love, etc.

#### Signature

The signature or the name of the writer should be written just before the subscription.

## Different Types of Letters

Letters can be classified into two main types according to the purpose of the letter. Informal Letters, also known as Social Letters, include Friendly Letters and Notes of Invitations.

Formal Letters, also known as Business Letters, include Letters of Application, Letters to Higher Authorities, and Letters to Newspapers.

### Informal Letter

Letters to friends and family can be written in a conversational style. They are just a composition of spontaneous thoughts, and they are easy and personal. When writing an informal letter, you are free to use colloquial language, which would be quite out of place in a formal letter. This does not mean that you can pen down random thoughts that are totally disconnected and make no sense. Wrong spelling, punctuation and grammar are not allowed even though the letter is informal and personal.

An [informal letter](https://byjus.com/english/informal-letter-format/) can be written by following a basic format that includes the sender’s address, date, greeting, body of the letter, subscription and signature. To know more about how to write an informal letter, visit Informal Letter Format.

### Formal Letter

[Formal letters](https://byjus.com/english/formal-letter-writing-in-english/) or Business letters should be clear and concise. You should always remember that formal letters are written to bring important information into consideration, so you should always take care to draft the letter carefully by providing only the necessary information.

The language used in formal letters is a lot more professional than informal letters. The format of formal letters is the same as explained above, with a few additions, viz., ‘the Receiver’s Address’, ‘Subject’ and ‘Signature’. Check out Formal Letter Writing in English for more information on formal letters.

## Writing a Formal Letter – Parts of a Formal Letter

When writing a formal letter, always be respectful and conscious of your language, no matter what the subject of the letter might be. To write a formal letter, there are some points to be remembered.

1. Always start with the **sender’s address**
2. This is followed by the **date**.
3. The**receiver’s address**comes next. The receiver can be the name of the firm or the one who represents the firm.
4. The **subject of the letter** is very important. It is a statement of the purpose of the letter. It should be written in a single line.
5. The **salutation**can be Dear Sir/Ma’am. If it is a person you know well, you can address them by their name, ‘Dear Shrinath’.
6. The **body of the letter** can be written in 3 paragraphs.
	* The first paragraph should be aimed at introducing yourself and stating the purpose of your letter.
	* The second paragraph should furnish all the information about the matter.
	* The third paragraph can be a concluding paragraph where you lay out your expectations regarding the matter.
7. To **close the letter**, you can use a complimentary closing like ‘Yours faithfully’, ‘Yours sincerely’ etc.
8. Unlike informal letters, the **signature** should include your name (in block letters) and designation below your signature.

## Formal Letter Writing Samples

#### Formal Letter Sample 1 – Letter to the publisher ordering books for your store

Javed

Read More Book Store

24, Crosby Lane

Bangalore 600045

20th August, 2019

The Manager

Zack Publishing House

Mumbai 400012

Subject: Requirement of new books for the store

Dear Sir,

I have received the books that you sent last week. The books are in perfect condition, and they were delivered on time. Owing to the great service rendered, I would like to order more books that would be a great addition to the wide range of books available at my store. Given below is a list of books that I would like to purchase:

|  |  |  |
| --- | --- | --- |
| Title of the Book | Author | No. of Copies |
| Wuthering Heights | Emily Bronte | 3 |
| Treasure Island | R L Stevenson | 2 |
| A Brief History of Time | Stephen Hawking | 4 |
| Surely You’re Joking, Mr. Feynman! | Richard Feynman | 2 |

I shall be grateful if you could send me copies of these books as mentioned by VPP as early as possible to the address given.

Thank you in advance.

Yours faithfully,

Signature

JAVED

Manager,  Read More Book Store

## How to Write an Informal Letter?

Like any letter, there is a format to write an informal letter in English. Unlike a [formal letter](https://byjus.com/english/formal-letter-writing-in-english/), an informal letter does not need to state something specific. It can be written in an easy, conversational style. They are in the nature of a friendly chat, so it can include a variety of topics. It can have all that you want to tell your dear one about. You can use colloquial expressions, unlike formal letters. There are a few easy guidelines that you can follow to be able to write impressive informal letters.

* **Address and Date:**
If you are thinking of how to start writing an informal letter, here is what you should know. To get your informal letter format right, you have to begin it with the sender’s address. The address is written on the left-hand side of the paper. It is necessary that you write the complete address so that the receiver can write back to you. So, see to that you give the correct address along with the pin code. In case you are writing to someone in a different country, make sure you include your country in the address. For example,29, NBC GardenCoimbatore, India – 641053This is followed by the date. Writing the date is important as it would help the receiver know when exactly you had written the letter. You can write the date in either of the following formats:For example,

15/11/2021 or 15th November, 2021 or November 15, 2021

* **Forms of Greeting/Salutation:**
In informal letters to friends and family, you can address them by their names prefixed by qualifying terms such as Dear, My dear, Dearest, etc. You can also address them by their pet names (Eg: Dearest Rosy, Dear Andy, My dear Sweety…) or by their relationship with you (Dear Uncle, Dearest Grandma, My dear Cousin…). If you are writing to an ordinary friend who is older than you are, or of superior rank, it is respectful to use prefixes such as Mr, Mrs, Ms, etc. For example, Dear Mr Reddy.
* **Introduction and Body of the Letter:**
The words you use determine the nature of your letter. You can start your informal letter with an introduction to set the tone of the matter that is going to be discussed. You can begin by enquiring about the health and well-being of the recipient. For instance, I hope this letter of mine finds you in the pink of health. You can then explain the reason behind the letter and provide the details as elaborate as you wish to, unlike formal letters. The letter can be more like a friendly chat than an essay. You can write in a very casual and personal tone. If you are writing to an older person, do not use disrespectful terms or sentences.
* **Conclusion:**
End the informal letter on a friendly note. Use words in such a way that the recipient feels like they have had a wonderful time chatting with you. See to that you make sure you let them know that you would be awaiting their response to your letter.
* **Forms of Subscription/Signature:**
You can use the following in informal letters to relatives and near friends: Yours affectionately, Yours lovingly, Your loving friend, With love, etc., followed by your name (mostly your first name).If you are writing to a close acquaintance whom you have addressed as Dear Mr, Mrs, etc., you can use Yours sincerely, Kind regards, etc.

## Informal Letter Format Samples

Let us now look at some examples of informal letter formats to help you understand better.

#### Informal Letter Format 1 – Letter to Your Cousin Enquiring about Her First Visit to Ethiopia

34, Park Avenue

Mumbai – 400023

24thSeptember, 2021

Dearest Maria,

I was so glad to hear from my mother that you are back home after the trip. Hope you had a safe and enjoyable trip. I have been waiting to hear all about the trip from you.

Since this was the first time you have been to a foreign land, I guess every little bit of the trip was as exciting as you expected it to be. I have heard from my friends residing there that the place is extremely beautiful and that the people there are very endearing. However, I was worried when I knew that there were a few bomb blasts during your stay there. Hope all of you there were safe. I hope everything else was fine except for this.

I had spoken to your mother earlier, and she told me that you would be coming home after two weeks. I saw your pictures on Instagram as well. I can’t wait to meet you and hear all your stories. Waiting eagerly for your reply.

Your loving cousin,

Sarah

#### Informal Letter Format 2 – Letter to a Friend about Arranging a Get-together

BB Street,

Allahabad – 211005

12/02/2020

Dear Surya,

Hope you are keeping well, and everyone at home is keeping safe and healthy. It has been a long time since all of us have met, so I was thinking we could all meet up. I have planned to have a get-together next month. I would love to discuss more about it.

All of us could meet on Friday evening and stay over the weekend at a resort in Munnar. The climate in Munnar is great and it will be a good stress reliever. We could also go around the tourist spots if everyone is interested. If you are ready, we could talk to the others also. I will visit you next weekend to discuss more on this.

Awaiting your reply and hoping to meet you soon.

Love,

Sreya

#### Informal Letter Format 3 – Reply Regretting Inability to Join

144, Stark Lane

Mumbai – 400054

15/02/2020

Dear Sreya,

It is extremely thoughtful of you to plan a get-together for all of us. I wish I could join you, but I am sorry to say that I have a project starting next month, and it would not be possible for me to be there. If there is any way of preponing the get-together to any time before the month-end, I can definitely make it to our gathering.

I hope we can reschedule the get-together and not miss the chance to meet up. Waiting to hear from you.

With love,

Surya