

The Format of Article Writing

Heading / Title.

A line having the writer's name.

Leave a line

Introduction

Leave a line

Main Body (the main part of the article, 2 – 3 paragraphs) leave a line after each paragraph.

Conclusion (Ending paragraph of the article with the opinion or recommendation, anticipation or an appeal)

Wednesday

23rd September 2020

Informal letter

Format

Sender's Address

x x x x x

Receiver's Address

x x x x x x

Date

x x x x x

Salutation

x x x x x

MI Subject: - - -

OR

This is in reference to...

x x x x x

1st Para -> 1st Content Point

x x x x x

2nd Para -> 2nd Content Point

x x x x

3rd Para -> 3rd content point

x x x x

Summary

x x x x

Your faithfully

Signature

Name

anyone of the 2 can be used



Format of the Formal Letter

■ If the question includes the instruction "Start your letter 'Dear Sir'", you can include the date underneath your full name at the end of the letter. If no such instructions are given in the question, you may include the addressed and date at the beginning of the letter.

You can either include the Subject Line beneath "Dear Sir" or you can simply start your first paragraph with a sentence that lays out the subject of the letter. It is YOUR CHOICE.



Format of the Formal Letter

Dear Sir

Subject: _____ (optional)

Body of the Letter

.....

Yours faithfully

(Put your signature here.)

(Write your full name here.)

(Write the date here)

Report Writing

Format

To:

From:

Date:

Subject

xxxx

Content point 1

xxxx

Content point 2

xxxxx

Content point 3

xxxxx

Conclusion

xxxx

Name

} don't leave time
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