Informal letter writing for Class 6

Practice worksheet - English · Grade 6

Name: _____ Date: _____

Show your working. Answers and explanations follow on a separate page.

Source for the practice questions

12 Lake Road, Pune

18 July 2027

Dear Aanya,

You asked whether our school garden project had started. It finally did on Friday, and my first job was much muddier than I expected! Our group prepared a small patch for beans beside the library.

At first, I tried to finish quickly. Then our teacher showed us how to space the seeds so the plants would have room to grow. I measured the gaps while Kabir made the labels. By the end, my shoes were covered in soil, but our two rows looked surprisingly neat.

We have made a watering rota for the next few weeks. I am looking forward to drawing the first shoots in my notebook. Have your balcony tomatoes started flowering yet? I would love to hear what you have noticed.

Write when you have time. I will send you a sketch when our beans appear.

With love,

Meera

This is a fictional practice letter. The sample address and date demonstrate layout; replace them with the details required by your own task, rather than copying them into a real message.

Try each task before opening its answer. Give an example or reason, not only a label.

Write an answer and your reason before opening the explanation. Check the reasoning as well as the final answer.

Practice questions - use the source on the preceding page

1. Name one suitable reader for an informal letter.

2. What makes an opening feel personal?

3. Should every informal letter use a formal subject line?

4. What did Meera's group plant?

5. What job did Kabir do?

6. Replace "It was nice" with a specific observation.

7. List three details an invitation needs.

8. Why name the particular help in a thank-you letter?

Practice continued

9. Is informal writing the same as careless writing?

10. When should a new paragraph begin?

11. Which tense usually describes a completed trip?

12. Why include a relevant question to the reader?

13. Should you publish a real home address in a practice example?

14. What should you check after grammar?

Answers and explanations

Answer key - English · Grade 6

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1. A friend or relative, for example.

Tone depends on the relationship.

2. A real shared connection or clear reason for writing.

It should suit the reader.

3. No.

Follow the task and accepted personal-letter convention.

4. Beans.

The model states the project.

5. He made the labels.

Specific details make the account clear.

6. For example: We watched a kingfisher dive into the lake.

Many precise, relevant observations can work.

7. Event, time and place.

The reader must be able to act on it.

8. It makes the gratitude specific.

The reader understands what mattered.

9. No.

Clarity and grammar still matter.

10. When the focus changes.

Paragraphs organise the message.

11. Past tense.

Future plans may use future expressions.

12. It invites a personal response.

It keeps the letter conversational.

13. No.

Use fictional details for public models.

14. Whether all task details are included.

A correct but incomplete letter may not serve its purpose.