

Opinion Writing Format

1. Introduction (Topic Sentence)

- Start with a clear statement of your opinion.
- Example: *I think reading books is better than watching TV.*

2. Reason 1 (Supporting Detail)

- Give your first reason to support your opinion.
- Example: *Books help us imagine new worlds and characters.*

3. Reason 2 (Supporting Detail)

- Add another reason to make your opinion stronger.
- Example: *Reading improves our vocabulary and language skills.*

4. Reason 3 (Optional)

- If possible, add a third reason or example.
- Example: *Books can be carried anywhere, so we can read anytime.*

5. Conclusion (Closing Sentence)

- Restate your opinion in a strong way.
- Example: *That is why I believe reading books is more useful than watching TV.*

Helpful Sentence Starter

- *I believe...*
- *In my opinion...*
- *One reason is...*
- *Another reason is...*
- *For example...*
- *That is why...*

Opinion Paragraph:

In my opinion, playing outside is better than playing video games. One reason is that playing outside keeps us healthy and strong. Another reason is that we can make new friends and enjoy games together. For example, when I play football with my friends, I feel happy and energetic. Playing outside also gives us fresh air and sunshine. That is why I believe playing outside is more fun and useful than playing video games.

Informal Letter Writing

1. Sender's Address

- Write your address at the top left corner **(in 3 lines)**. Example:
- 123, Green Park Colony
- New Delhi
- 17 February 2026

2. Date

- Write the date below the address.
- **Example: 17 February 2026 (Strictly this format)**

3. Salutation (Greeting)

- Begin with “Dear” + name.
- Example: *Dear Riya,*

4. Body of the Letter

- **Introduction:** Start with a warm opening (ask about health, share feelings).
- **Main Content:** Write your message (share news, describe experiences, ask questions).
- **Conclusion:** End with good wishes or a friendly closing line.

5. Closing

- End with phrases like: *Yours lovingly, / With love, / Best wishes,*

6. Signature

- Write your name at the end.
- Example:
- *Yours lovingly,*
- *Bhavana*

Quick Example

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

34, Park Avenue
Andheri East
Mumbai – 400023

24 September, 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