

# ENGLISH



## POSTCARD WRITING

Postcards are convenient for sending brief messages, acknowledging receipt of letters and goods or for confirming some engagement already fixed. For a longer/private message, either an inland letter or an envelope is used.

Postcards are written in the same manner as letters. Hence the heading, the subscription and the name of the sender are essential in addition to the 'message' and the name and address of the Addressee.

Postcards are written in the same manner as an informal letter is written.

IMPORTANT POINTS WHILE WRITING A POSTCARD:

- The place and date are written in the same line.
- The sender's complete address is not written.
- The salutation, subscription, and sender's name must be written.
- Write address of addressee in the appropriate space.

### Front side

The diagram illustrates the layout of a postcard's front side, divided into two main sections by a vertical line. On the left is the 'Body of postcard' for the message, and on the right is the area for the recipient's details.

**Left Section (Body of postcard):**

- Message:** "And transport provided for Sightseeing kindly book our Return tickets for Mumbai."
- Complimentary close:** "Yours affectionately"
- Subscription (Sender):** "Nishant"

**Right Section (Addressee's details):**

- Stamp:** A rectangular box labeled "stamp".
- Name:** "Mr. Ramakant Sharma"
- Address:** "1-H-15 stadium Road, New Delhi"
- Pin Code:** A box containing the digits "1", "1", "0", "0", "3", "2".

Arrows point from the labels on the left to the corresponding parts of the postcard layout.

### Back Side

Place	Mumbai	July 28, 200X
Salutation	Dear Uncle	
Body of postcard	I 'M PLANNING TO VISIT Delhi for a week with six friends, from the 20th August to 26th August, to visit famous monuments and museums. Will stay at hotel to avoid disturbing Didi.	
Reason for writing	Will be grateful if reasonable accommodation could be arranged	

### SAMPLE

- Write a postcard to your father for his permission to go on education tour.

**Ans:**

Netaji Hostel

Kendriya Vidyalaya

Kolkata

4.9.2014

My dear Father

Our class teacher has arranged an education tour. The students of the class can avail this opportunity to go to Delhi and other places. I want to join this tour. Please send me your permission and the money for this purpose.

<p>I will need Rs. 2000/- (Rupees two thousand only). Kindly send the money also.</p> <p>Yours lovingly</p> <p><i>Mrinal</i></p>	<div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> <p>To</p> <p><u>Mr M.K. Sane</u></p> <p><u>23, Nandigram</u></p> <p>West Bengal</p>
--	--


- Anupam Verma was on his way to a round tour of south India with his school party. At Sonapat, just before the Jhelum Express was due to arrive, he remembered something important. It was that he issued a cheque for his friend, but he left it in his coat's pocket. His friend was to collect it after 3 days and he was to ask his mother to give that to his friend. He decided to write a postcard to his brother, Arun, asking him to give the cheque to his friend when he called. He had only a few minutes before his train left. Write the postcard to Arun, using not more than 50 words.

Answer:

20 June 2016

Dear Arun

I forgot to ask yo

<p>Your brother <i>Anupam Verma</i></p>	<div style="text-align: right;"></div> <p>MR ARUN VERMA</p> <hr/> <p>1250, SECTOR 14</p> <hr/> <p>SONEPAT (HARYANA)</p> <hr/>
---	--

- Puran Singh is to board the Shatabdi Express on way to Kolkata. At New Delhi railway station, just before the train is going to leave the station, he remembers that he has put the keys of the almirah among his books. He decides to write a postcard to his sister Sonu asking her to put the keys either at the mantelpiece or give them to mother. Write the postcard to Sonu, using not more than 50 words.

Answer:

15 March 2017

Dear Sonu

Now it is just 5 minutes for the train to leave. I suddenly remember that I left the almirah keys among my books. Please put them on the mantelpiece. Alternatively, you may give them to mother to avoid

unnecessary trouble.

Your brother

*Puran Singh*



MS SONU

6, VASANT KUNJ

NEW DELHI

SHIVOM CLASSES  
8696608541