



17. 'Know' Formalities, Please.

Part II

Mrs Desai met the Principal soon after class. She told her about the excitement that followed the announcement of new books in the library.

"They just cannot wait to read all those lovely books," she beamed. The Principal was also delighted and praised her. "The credit goes to you, Mrs Desai. You have created and aroused their interest in reading books. It is going to help them a great deal in future."

"Yes, Madam," said Mrs Desai, "but they find the weekly Library period too short a time to read. So, my students are going to appeal to you to allow home issue of books. They have written to you, a letter of request."

"A letter? Why?" asked the Principal in surprise.

"I had to teach the class how to write polite formal letters, and I took this opportunity to make them actually write a formal letter," explained Mrs Desai.

"Excellent, Mrs Desai," exclaimed the Principal. "And I shall not dampen their interest in reading. I shall certainly allow them to take books home for reading."

The next morning the Principal found the letter on her desk. She signed the letter with the remark 'Permission Granted' and sent it to the Librarian. To encourage the children of Class IV further, the Principal instructed the Librarian to give a written reply to the students and here's what he wrote :

Library
Pragati Vidyalaya
Vachanpur
07 July 2014

To,
The Students of Class IV

Dear children,

I am delighted to know that you are so keen on reading the new books in our school library.

The Principal has been kind enough to grant to your class permission for home issue facility. I shall keep the library open for an hour after school, on all week days. You can come and collect any one book of your choice and return it, the following week. But I must urge you to read and observe the library rules displayed in the library.

Do come and enjoy reading the books.

Sincerely yours,
Mr Vijay Patil
(Librarian)

“Hey! Great news!” cried the monitor. “Look, we have received a letter from the Librarian. And, guess what? We can take story books home to read.”

“Wow!” exclaimed Shruti with bright round eyes.

“Goodbye, boredom! Welcome happy hours!” shouted Akshay.

The letter from the Librarian was put up on the class notice board for all to read.

When Mrs Desai walked into the classroom, the students of Class IV burst out into many exclamations of thanks.

“Shall we write a letter of thanks to the Librarian?” suggested Manuja.

“That’s an excellent idea!” said Mrs Desai, smiling to herself at this new interest in formal letter writing.

This is the letter of thanks the children wrote to the Librarian.

Class IV
Pragati Vidyalaya
Vachanpur
08 July 2014

To,
The Librarian
Pragati Vidyalaya
Vachanpur

Subject : An expression of thanks

Dear Sir,

Thank you ever so much for kindly making the home reading facility available to us. We are really grateful that you are going to wait back one hour after school just for us. We can now read books of our choice at a stretch. Thank you very much for your encouragement.

We promise to abide by the library rules and handle the books with great care.

Many thanks, once again.

Yours faithfully,
Students of Class IV

Things to do :

1. You wish to use the Assembly Hall to hold an exhibition of your science projects. Write a letter to request the Principal to allow you to use the Assembly Hall.
2. Mr and Mrs Prabhune, past students of your school, have given you every kind of help to hold the exhibition. Write a letter of thanks to them.

You may find the following format useful when you write the letters.

Sender's Address
Date
To,
Name/Post of the receiver
Address
Subject :
Dear Sir, / Madam, / Mr..., / Mrs...,
(Explain who you are and why you are writing.)
(Make a polite request/offer/thanks etc.)
Yours sincerely, /faithfully, (Your name/signature)

3. Read the following chart carefully :

Sentences	Kinds
The students of Class IV greeted their teacher.	Statement
Come here, Javed and Nisha.	Command (or request)
What an opportunity !	Exclamation
And should we end it with, 'Yours lovingly' ?	Question

Thus, you can see that there are four kinds of sentences :

* statements * commands (or requests) * exclamations * questions.

Find one example of each kind of sentence from the passages you have read so far.

4. Note that each kind of sentence can be either positive or negative.

Example : The cuckoo is a lazy bird. (Positive)

The cuckoo is not a lazy bird. (Negative)