

## 4.5 Seeing Eyes Helping Hands



Home for the Aged,  
East Street,  
Girgaon - 4  
10 January 2018

To

The Principal,  
New Vision High School,  
Off Main Street,  
Girgaon - 1

Dear Ms Ambekar,

It was the first time that school children had come to help at our Home for the Aged on 5<sup>th</sup> January, and I am glad to inform you that their visit was a great success.

The children carried out all the tasks we had planned for them. They did them willingly and obediently. And, of course, our residents enjoyed the story-telling sessions quite as much as the students did.

In fact, we were wondering whether we could have a few of your students visiting us every month. You can imagine how much our residents enjoyed having young visitors. It brightened up the whole week for them. And I must admit that the 'Helping Hands' really lightened some of our work.

With warm regards,

Yours sincerely,  
*Kiran Somalwar*  
Secretary  
Home for the Aged

**A : A letter of thanks**

(In the Principal's Office)

**Principal :** Yes, Mr Bendre. You wanted to see me about something ?

**Mr Bendre :** Yes, Madam. I've come to say how much we appreciate the good work that the school is doing under S. E. H. H.

**Principal :** Oh, thank you. Our teachers were keen on the programme because they were sure that it would help the children.

**Mr Bendre :** And I can tell you that it has really made a difference. My son and his cousin both study in this school. I have been following their activities throughout the year. I'm really impressed with the changes in their thinking and even their behaviour.

**Principal :** I'm glad you feel that way.

**Mr Bendre :** I think the parents will all thank you for paying attention to this aspect of personality development. I want to congratulate you specially at the next Parent Teacher Association meeting.

**Principal :** Thank you so much.

**B : Giving thanks personally**

1. Study the following format of an **informal letter** carefully. Using the format,  
(a) Write an informal letter to your friend who has gone to another town for a month. (b) Write a personal letter of thank to an elder person.

The diagram shows a yellow rectangular box representing a letter. On the right side, there are labels with lines pointing to specific parts of the letter:

- Place**: Points to a dotted line at the top right.
- Date**: Points to a dotted line below the place.
- Main body / text of the letter**: Points to the central area containing "My dear /Dear .....", several dotted lines, and "With warm regards,".
- Sender's name, as known to the receiver**: Points to the bottom right area containing "Yours," and a dotted line.
- P. S.**: Points to the bottom left area containing "P. S." and a dotted line.

Post script : (Extra matter added after writing the letter. This part is optional.)

2. Form a group of four to six. As a group activity, write a conversation in which a person/a group of persons thanks someone.