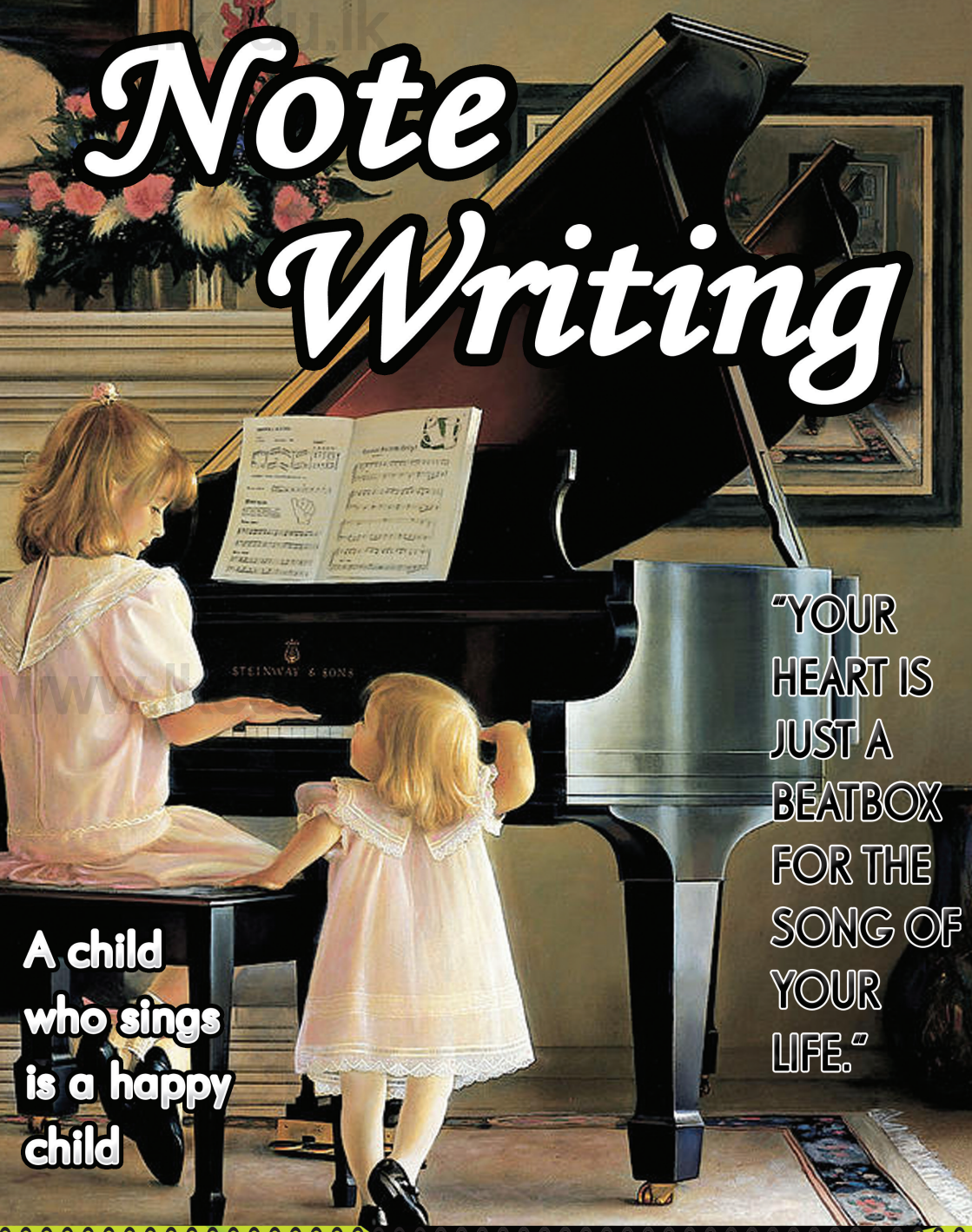
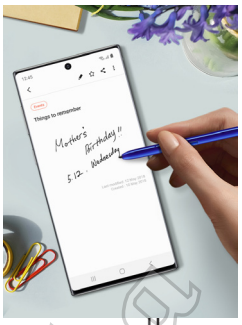
Note Writing



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Note Writing



Guidelines for writing personal notes

1. Put the date on the right side.
2. Don't begin with "~~Dear~~"
3. It should be brief and to the point
4. They are normally written to people we know very well
5. Don't end with "~~Yours faithfully/sincerely~~ etc.
6. Use simple style.

Format - Note

Date

Geeting

Body

Writer

Importance Sentences



1. it takes 2 hours
2. I forgot my unbrella
3. Thank you very much for your invitation
4. I am sorry
5. I am unable to attend the party
6. I will visit you later
7. bring it to school tomorrow
8. please send it with your brother
9. There is a dinner party at our home
10. I have after school sports practices today
11. I visited your home to borrow your science note book
12. I cannot come to see it as I am going on a three day family trip to Nuwara Eliya
13. Please come to pick me at 4 p.m.



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Reading / Writing

1. Imagine a friend of yours has invited you to a birthday party, but you are unable to attend it. Write a note refusing the invitation. Include a reason.

14th Sept.

Wiraj,

Thank you very much for your invitation. But I am sorry, I am unable to attend the party because I am going on a trip to Katharagama on that day. I will visit you later. Happy Birthday!

Ruchith

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2. Kasun forgot his science note book at Malan's home yesterday. Write a note to Malan requesting him to bring it to school. Mention where you kept it.

22/06/2020

Malan,

I forgot my science note book at your home yesterday. It is on your reading table where we did the homework. Please bring it to school tomorrow. If you are not coming please send it with your brother.

Kasun

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3. Imagine you forgot your umbrella on a visit to your friend's home. Write a note requesting your friend to send it to school with your friend's sister. Mention where you kept it.

22/06/2020

Dayan,

I forgot my umbrella yesterday at your home. I kept it on the stool in the verandha. Please send it to school with your sister. It is my elder sister's umbrella.

Wasantha

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4. Write a note to one of your friends inviting him or her to a dinner party at your home. Request your friend to bring the camera.

22/06/2020

Tony,

There is a dinner party at our home tomorrow at 7 p.m. because my father is going abroad the 29th of this month .Hope you would come. Come with your brother. Please bring your camera.

Sarath

5. You have after school sports practices today. Write a note to your mother to be sent with the school van driver. Request your mother to come to pick you. Mention a time.

Mum,

I have after school sports practices today. Please come to pick me at 4 p.m.

Son

6. Manoj visited his friend Nalin's home last week to borrow his friend's science note book. But his friend was not at home. He left a note with Nalin's mother. Imagine you are Manoj and write the note Manoj left with his friend's mother. Request your friend to send the book to school with his sister.

15th Sept.

Nalin,

Hi! I visited your home to borrow your science note book. But you were not at home. Please send the book to school with your sister. I will return it soon.

Manoj

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7. You visited your friend Gayan's home to borrow his English essay book but your friend was not at home. Write a note to be left with his mother. Mention that you are coming back next Sunday morning.

14th Sept.

Gayan,

I visited your home to borrow your science note book but you were not at home. I am coming back next Sunday morning. Hope you would be at home.

Lalith

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8. Imagine your friend Aruni has invited you to a lunch party. Write a note accepting the invitation.

14th Sept.

Aruni,

Hi! Thank you so much for your invitation. I am coming to your party on the 16th. I am coming with my brother. I will bring video cam, too. Till then bye.

Koshila

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9. A friend of yours has invited you to see the science exhibition at his or her school. Write a note refusing the invitation. Include a reason.

14th Sept.

Sanduni,

Thank you for your invitation to see the science exhibition at your school. But I cannot come to see it as I am going on a three day family trip to Nuwara Eliya. Well, take photos of your exhibit. I can see them as soon as I return.

Gayani

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Reading / Writing

1. There is no one at home. You remember that you have to meet your friend, Mr. Raheem to discuss about an important subject. write a note leaving a message to your mother saying where you are going and why, and what time you will return.

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2. Write a note to your mother that you are leaving for the bookshop with your friend Nalini to buy a graphexercise book and that you will be returning within one hour. Use (25 – 30) words

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Reading / Writing

3. You are going to celebrate the 15th birthday and you want to invite your friend. Write a note of invitation, inviting him/her mentioning the date time and venue. Ask him/her to bring his guitar too.

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4. You receive the following note from your friend. Write a reply to your friend. Use about 40-50 words.

26/07/2020

Arjun,
We've decided to visit the victims of the land slide at Arranayaka on 22nd of August 2020. Hope you will join.
If so please inform.

Banuka

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5. Your class teacher has informed the class that they have made an arrangement to go to a Science Exhibition at the University of Jaffna. Your friend is absent to the school today. Write a note informing him / her about it. Use about 40 – 50 words.Include the following :-Date, Time , mode of travel- Request him / her to join.

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6. You are going on a trip and you want to borrow your friend's camera .Write a note asking him to lend you his camera. Use about 50 words. Include the following:- why you need it.

- when you need it and how you can get it- when you will return it.

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7. You are going to paint your bedroom. Your friend has promised to help you. Write a note to your friend by including the following. (Use about 50 words)

-Request how to come on Saturday to help you.

-Say you have bought all the necessary things for paintings.

-Ask how to bring his younger brother also.

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8. Write a note to your friend, thanking her for the 16th birthday present she sent to you, mentioning

that her present is very valuable. Use (25 – 30) words.

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9. You received the following note from your friend. Write a reply using about 40-50 words. Include the following.

Thank your friend Give a day, time and place to meet

Explain your willingness to meet your friend say what all of you can together

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10. You received the following note from your friend. Write a reply using about 40-50 words

20.01.2020

Dear Naween,

I got to know that you are leaving the country. If so, When and where are you going? Can we meet before you leave? Please tell me when and where we can meet.

Amal

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Reading / Writing

11. You want to go to see an exhibition at "Art Gallery" with your friend,Kavish. But he was not at home. write a note to him using following points.

Venue and the day of the exhibition

Your plan Ask him to join you. (place and time)

12. Write a note to one of your friends asking him/her to bring your Science book which he has taken two days ago. Ask whether he has finished working with it?

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13. Your class teacher had been admitted to hospital and some of friends are visiting her. Write a note to your mother saying you too will join your friends and will be late for the lunch.

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14. One of your friends absent today. The English teacher has given an important assignment. Sent a note to your friend explaining what the assignment is, Why it is important and when it has to be handed in.

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15. Write a reply.

Kusal,

There is an alms giving at our home on 20th June. Please come with your family.

Suren

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16. You hope to visit your class teacher with a friend after the test. Write a note to your friend informing him/her about it.. Include when and where you meet , the purpose , things to bring.

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17. Your Science teacher informed you about a special seminar in the school next week. Write a note to one of your friend to inform about it.

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18. Your friend has won a lottery. Write a note to him/her advising. Include ,congratulate her/him, advise to use money carefully.

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19. You missed some lessons which were conducted through whatsapp during thecorona pandemic situation. Write a note to your friend to forward those materials and give him a suitable reason.

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20. You are interested in joining a Trip with your best friend after the term examination. You went to his/her place to talk about it. But your friend was not at home. Write a note to be left in his/her letter box telling him/her about it. Use 40-50 words.

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21. Imagine that you are Kaveen and write a note to Hussain. Include:

- can't come to school -want to rest - hope to join the trip tomorrow.
- to inform the teacher - you will call him in the evening

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An interesting person I have met

Our swimming coach is an interesting person I have met. He is Mr. Piyasiri de Silva. He is about 40 years of age. He is a fairly tall, fat and strong person. He takes students for swimming lessons. We meet him every weekend. He is a likeable person who does a good job of work for students. He is a very caring person who gets on with every one amicably. He is retired from the service in Sri Lanka Army. So he has a lot of experience and good knowledge about people from different parts of the country. He sometimes shares this knowledge with us. Mr. Piyasiri is loved by almost everyone known to him.



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