

Name: _____

Class: _____

 tion: _____

Date: __/__/__

Score: __/100

પત્ર લેખન Practice

Letter Writing Practice • Std 5 • Writing

Letter formats

Difficulty: Medium

Duration: 40 min

Activities: 8

Category: Writing

પરિચય (Introduction)

આ Worksheet માં શું શીખીશું?

Letter = formal/informal. Address, date, greeting, body, closing, signature.

સૂચનાઓ (Instructions)

- બધી activities try કરો
- Activity-wise time વાપરો - દરેક ૪-૫ minutes
- Answer key page 7 માં છે - પ્રથમ try then check
- સ્વચ્છ handwriting + neat work
- જરૂર પડે તો teacher/parent ની help લો

શીખવા જેવું (Learning Goals)

આ worksheet પછી તમે - Writing ના concepts વાપરી શકશો, practice થી comfortable feel કરશો, અને real-life માં apply કરી શકશો.

Activity 1: Format

→ Formal letter parts

1. Sender address, date, receiver, subject, greeting, body, closing, signature

Activity 2: Informal vs Formal

→ Compare

1. **Greeting** → _____
2. **Closing** → _____
3. **Tone** → _____
4. **Subject** → _____
5. **Purpose** → _____

Activity 3: Write Informal

→ Friend ને summer letter

1. Personal

Activity 4: Write Formal

→ Principal ને leave application

1. Personal

Activity 5: Greeting practice

→ ૫ greetings - formal+informal

1. List with context

Activity 6: Date format

→ ૫ date variations

1. DD/MM/YYYY, DD-MM-YYYY, etc.

Activity 7: Subject lines

→ ૫ subject examples

1. Specific subjects for different letters

Activity 8: Thank you

→ દાદાજી ને gift માટે

1. Personal letter

શું તમે જાણો છો? (Did You Know?)

- ! આ worksheet "Writing" category નો - daily skill build કરે.
- ! Practice = perfect. દરરોજ ૧ activity = excellent.
- ! આ topic Std 6+ માં વધારે વિગતે આવશે.

સામાન્ય ભૂલો (Common Mistakes)

- | | |
|----------------------|-------------------|
| ✗ Wrong format | ✓ Follow standard |
| ✗ Informal in formal | ✓ Match purpose |
| ✗ Skip date | ✓ Always include |

Cross-Curricular Connections

- > **Civics:** Formal communication
- > **Life Skills:** Documentation
- > **Sociology:** Relationships

ચર્ચા પ્રશ્ન (Discussion)**Worksheet પછી reflect કરો:**

Letter vs email vs WhatsApp - શું best?

Bonus Reflection (+5 marks)

આ worksheet માં શું easy હતું, શું hard, શું શીખ્યું - ૩ વાક્ય માં:

✓ COMPLETE ANSWER KEY - All 8 Activities**Activity 1: Format**

(Personal - apply concepts learnt)

Activity 2: Informal vs Formal

1. Greeting → Maaneeya/Pyare
2. Closing → Vishvasu/Tamaaro
3. Tone → Formal/Friendly
4. Subject → Yes/No
5. Purpose → Official/Personal

Activity 3: Write Informal

(Personal - apply concepts learnt)

Activity 4: Write Formal

(Personal - apply concepts learnt)

Activity 5: Greeting practice

(Personal - apply concepts learnt)

Activity 6: Date format

(Personal - apply concepts learnt)

Activity 7: Subject lines

(Personal - apply concepts learnt)

Activity 8: Thank you

(Personal - apply concepts learnt)

Total: 8 Activities + Bonus 5 = Worksheet Complete!

PRACTICE TIPS (Worksheet માટે)

- આ worksheet ની practice 2-3 વાર કરો - mastery
- Errors review કરો - શા માટે ભૂલ - learn
- Time-box - દરેક activity 4-5 minutes
- Self-check - answer key થી compare
- આ topic apply કરો real life માં

PRO TIPS (પેરન્ટ્સ + ટીચર્સ માટે)

- બાળક ની worksheet daily review
- Errors patience થી discuss
- આ category (Writing) ની variety આપો
- Real-life examples ઉભેરો
- Praise effort - not just correct answers

Key Takeaway:

Letters = lasting impression.

CERTIFICATE OF COMPLETION**સફળતા પ્રમાણપત્ર**

This is to certify that

(Student Name)

has successfully completed

પત્ર લેખન Practice (Letter Writing Practice)

Std 5 Worksheet - Writing • GSEB Aligned

Parent / Guardian

Teacher / Date