

VASISHTHA GENESIS SCHOOL, BARDOLI
(Academic Session: 2025-26)

Date: _____

Class:3

Div: A/B/C

Roll No: _____

Sub: English

Name: _____

Worksheet:4 (Year End Exam)

Format of an Informal Letter

Informal letter:- An informal letter is a letter that we write to people we know very well, like our parents, friends, grandparents or cousins. It is written in a friendly and simple language. We use informal letters to share our feelings or personal experiences.

1. Sender's Address

Write your address at the top left side.
(Leave one line)

2. Date

Write the date below the address.
(Leave two lines)

3. Greeting (Salutation)

Start with words like:

Dear Mom,
Dear Riya,
Dear Uncle,

(Leave one line)

4. Body of the Letter

(Leave two lines)

5. Closing (Name)

Write words like:

Your loving son,
Your friend,
With love,

(1) Write a letter to your friend inviting him/her to your birthday party.

Rahul Shah
A-12, Green Park
Ahmedabad

10th January 2026

Dear Rohan,

How are you? I hope you are fine. I am very happy to tell you that my birthday is on 15th January. I will be having a birthday party at my home in the evening. There will be games, music and cake. I want you to come and enjoy the party with me.

Please come on time. I will be waiting for you.

Your loving friend,
Rahul

(2) Write a letter to your grandmother telling her about your school and teachers.

Riya Patel
12, Shivam Society,
L H Road,
Surat

18th February 2026

Dear Grandma,

How are you? I hope you are healthy. I am writing to tell you that I joined a new school. My school is very big. My teachers are kind and helpful. I like my class teacher the most. I study every day and do my homework on time. I have many friends in my class.

I miss you a lot. Please take care of yourself.

Yours lovingly,
Riya

Read the following passage and choose the correct options:

Aman loves reading storybooks. Every Sunday, he goes to the library with his sister. The library is near his house. It is a quiet and peaceful place. Aman enjoys reading books about animals and space. Last Sunday, he borrowed a book about the solar system. He was excited to learn about the planets.

i. What does Aman love to do?

- (a) Play cricket (b) Watch TV (c) Read storybooks (d) Draw pictures

ii. When does Aman go to the library?

- (a) Every Monday (b) Every Sunday (c) Every Friday (d) Every Saturday

iii. Where is the library?

- (a) Near his school (b) Far from his house (c) Near his house (d) Inside his house

iv. What kind of books does Aman enjoy?

- (a) Books about cooking (b) Books about animals and space
(c) Books about cars (d) Books about history

v. Find out the opposite word (antonym) for the following word from the passage.

first - _____