

# DIRECTED WRITING FORMATS

## Formal Letter

If the question includes the instruction “Start your letter ‘Dear Sir’”, you don’t need to write the addresses or dates in the format. You may have the address and date if no such instruction is given in the question.

Dear Sir,

.....  
.....  
.....  
..... Body of the Letter  
.....  
.....  
.....

Yours sincerely, / Yours faithfully, / Yours truly,

(Put your signature here.)

(Write your full name here.)

(Write your post here, if you are writing the letter in an official position, e.g. The Secretary,  
Drama Club  
ABC School )

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## Informal Letter

Dear Uncle, / Ali, (Write the relationship if the recipient is a family member, and the name in case of a friend.)

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.....  
..... Body of the Letter  
.....  
.....  
.....

Love, / Best regards, / Best wishes,

(Write your first name here.)

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## Report

In recent years the following format has been given in the exam question, and you must follow this one if it is given in the question paper:

To the Principal,

.....  
.....  
..... Body of the Report  
.....  
.....  
.....

(Put your signature here.)

(Write your full name here.)

(Write the date here in the proper format, i.e. 3rd May 2016)

If no instructions about the design are given in the question, then:

You can either use the format of the formal letter,  
OR the following one:

To: The Principal (The Recipient)

From: (Your full name)

Subject: Report on the accident at Hassan Square (Write the heading for your report.)

Date: 3rd June 2016 / June 3, 2016 (Follow the proper format for writing the date.)

.....  
.....  
..... Body of the Report  
.....  
.....  
.....

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## Account

In recent years, the following format has been given in the exam question for the Account Writing Question (June 2007 session), and you must follow this one if it is given in the question paper:

To the Police,

.....  
.....  
..... Body of the Account  
.....  
.....  
.....

(Put your signature here.)

(Write your full name here.)

(Write the date here in the proper format, i.e. 3rd May 2016)

If no instructions about the format are given in the question, then according to my limited understanding, you can use the formal letter format.

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### Newspaper Report / Magazine Article

A Headline: (Horrific accident claims five lives on Korangi Road)

Reported by: (Your full name.)

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.....  
..... Body of the Newspaper Report / Article  
.....  
.....  
.....

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## **Speech**

Ladies & gentlemen, (for a general audience) /

Honorable principal, respected teachers & dear fellow students, (for school audience)

.....  
.....  
..... Speech  
.....  
.....  
.....

Thank you. (Optional)