

PTTARA

Scribbled with the ink of love ...

Celebrating Universal
Letter Writing Week and
Poetry at Work Day
[2nd Week of January]

PKM COLLEGE OF EDUCATION

MADAMPAM

2021 - 2023

ഒരുമയുടെയും പ്രയത്നങ്ങളുടെയും

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Scribbled with the ink of love

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PREFACE

Dear Readers,

If I say that all we have around us, all you see, hear and touch are all words, would you believe? May be not, but we all agree that the very elemental of human is the communication through verbal and written language. Debates are words, reviews are words, stand-up are words, we speak and respond to words. The eternal tangle we have with words connect us to our deep emotions. It gets reflected in the form of poetry, novels, short stories, novella, letters and more, when artistic minds are unfurled.

Letters have special place among the many types of writing. The Snail pace communication have effective way to compel our hearts to tune in with the rhythm set by the sender. Poetry too have a way to settle in our minds and make us feel.

The first month of the year keeps a week for letter writing and a day for poetry at work to celebrate the beauty of words and help us relax in its arms. Itlara - Scribbled with the ink of love, takes the plunge to cherish the art of words.

- Karishma Suresh

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Personification of a Letter Hub

POST PERSON

The postperson is a public servant who works in the post office. They deliver letters, money orders, parcels, greeting cards, etc from door to door and street to street.

The postperson wears a khakhi uniform and carries a bag full of mail. The duty involves in collecting mails from letterboxes and sending them through mail-vans and trains to the addressees at different places. The letters received in the post office from other post offices are delivered accordingly.

With the advancement of technology in communication and transportation, many fast ways of sending letters and parcels have come to serve people. However, postperson plays a vital role in serving the public.

The future of the service of post person looks bleak, but the warmth of receiving a letter from postperson will kindle beautiful memories in all of us.

→ Karishma Suresh

Letter Box

A letter box or mailbox is a receptacle for receiving incoming mail at a private residence or business.

History

Private letterboxes or mail slots did not become popular in most of Europe until the mid to late 19th century, although they were used in Paris from the late 18th century.

In 1849, the 'Royal Mail' first encouraged people to install letterboxes to facilitate the delivery of mail. In 1865, with the creation of Free City Delivery, the US Post Office Department began delivering mail to home addresses. Until 1916, mail carriers knocked on the door and waited patiently for someone to answer. At last in 1978, the USPS (successor to the Post Office) declared that every new development must have either

curbside delivery, or centralized mail delivery.

Post boxes are often used for depositing outgoing mail for collection. Letterboxes or mail boxes use the following primary designs:

- A slot in a wall or door through which mail is delivered (through-door delivery)
- A box attached directly to the building (direct-to-door delivery)
- A box mounted at or near the street (curbside delivery)
- A centralized mail delivery station consisting of individual mailboxes for an entire building.
- A centralized mail delivery station consisting of individual mailboxes for multiple recipients.

Letter boxes have been a great help/aid for the world to send the messages to the respective people.

- Rosha B Roy.

APOLOGY LETTER

An apology letter is a formal letter to apologize for a mistake which is done unintentionally and reassuring the authority about not to repeat that mistake again; and doing the job accurately next time. It is a formal document hence, ensure that the tone and language is formal. We should apologize for the incident and take responsibility. In this letter we shouldn't try to justify ourselves, and ensure the person that the mistake won't repeat again.

While considering the format of writing an apology letter we should write name of the person writing an apology, his/her institution and location on the left top of the page. Next to that we should write the date and below that we should write the name and address of the recipient. Then we should write the salutation and begin the letter with an apology. Then we should undertake the responsibility of the event. Explain the situation if it is necessary. Explain the course of action taken to fix wrong doings. Assure the recipient that such an event won't occur again. You should end the letter with 'sincerely' and you must write your designation and sign there.

From,
Susan Abraham
St. Joseph High School
Bangalore
18/2/2022

To,
Nenu, Mathew
St. Joseph High School
Bangalore.

Respected Teacher,

I want to apologize sincerely for my rude behavior in class. I regret my actions and their subsequent consequences. I didn't mean to disrespect you in any way and now I realize that my behavior was completely unacceptable and unprofessional.

I will ensure that no such issue will happen again in the future. Your dedication and commitment to instill knowledge in us is very inspiring. I do hope that you can forgive my actions and let me continue to learn and grow under your guidance.

Sincerely
Susan Abraham
Student of VIII. B

Resh

→ Reshma. GR

ANNOUNCEMENT LETTER

An announcement letter is a formal document that can highlight possible changes occurring within a company or other relevant information.

Companies send announcement letters to business clients, sales prospects or to their own employees, depending on the focus of the announcement.

There are a few steps to consider when writing an announcement letter, such as focusing on who you want to receive the letter and the subject of your announcement. Here is a list of steps to consider when writing your announcement letter:

1. Gather all appropriate information: Before writing your letter, try gathering all relevant information first before outlining the announcement.
2. Outline your letter: when writing an announcement letter is outlining what you intend to say.
3. Keep your letter concise: An effective announcement letter typically focuses on the subject

of the announcement from start to finish, so consider keeping it short and easily understandable for your recipients.

4. Remain Positive: In the focus of your announcement's subject is a challenging topic to address, such as a hiring freeze or impending layoffs, try to frame the announcement as positively as possible.

5. Proofread the announcement: Before sending your announcements, consider proofreading your work to ensure there are no grammatical, punctuation or capitalization errors. Sometimes, it helps to read your letter aloud or you can share it with another person who may catch errors you may have missed.

Announcement letter is a written document businesses use to communicate an announcement or notification. While memos were once the primary form of written internal communication in a business, they are now commonly sent in the form of an email.

Example :

Announcement letter for a customer.

Date

Company name and address.

Dear (Name of the receiver),

I am glad to be in partnership with you for the past two years. As a result, my services have brought good productivity and income to your business on a large scale.

However, this letter informs you that I am beginning with a new firm XYZ from the next month and leaving ABC firm for now. The reason being displeasure working with the staff members of ABC.

I want to invite you to XYZ and let me serve you with a new identity. I will doubly please you from the bottom of my heart and try to add double efforts. Kindly reach me through my new contact 12345678910.

I hope we will remain in partnership for future times.

Sincerely,

Name.

→ Jimisha John

Letters to
Literary
characters

A Letter to Oliver Twist

Reshma. GR

M. R Nivas

Mayyil

Kannur

18/10/2022

Dear Oliver,

I hope this letter finds you in cheer happiness. After reading your story, I really wanted to write you a letter. Don't you remember those days in the workhouse. I know you suffered a lot from your childhood itself. Actually I can't even imagine such a situation.

Actually you are the victim of one of the worse consequences of poverty. When crime is the result of it completely dehumanizes society. I know how the authorities of workhouse treated you. They made you work hard and left with little gruel which you eat fully without even leaving a drop. I think they took a policy that ~~to you want to~~ slowly there on to starve quickly outside.

Your innate virtue is the one that save you from that evil Dodger, otherwise I can't think about

life. Do you know anything about him after departing to Australia? You are a lucky guy, that's why you didn't deserve such a cruel death. Poor Nancy, actually she happy that Brownlow adopted you at last and bestowed you with a luxurious and ideal life. Your virtue rewarded at last.

wish you a good life and future filled with joy and prosperity.

yours

lovingly

Reshma GR

pen

→ Reshma GR

In the hope that
we will meet
Soon

Love
Crescendo