

****Letter Writing Tips for RD Exam****

1. **Understand the Format**

- Use the correct structure for the type of letter (formal or informal).
- Include the date, address, salutation, body, closing, and signature.

2. **Clear Purpose**

- Clearly state the purpose of your letter in the opening paragraph.

3. **Be Concise**

- Keep sentences and paragraphs short for clarity.
- Avoid unnecessary jargon.

4. **Polite Tone**

- Use polite language, especially in formal letters.
- Avoid slang or overly casual expressions.

5. **Organize Your Thoughts**

- Use paragraphs to separate different points or ideas.
- Start with an introduction, followed by the main content, and conclude appropriately.

6. **Proofread**

- Check for grammar, spelling, and punctuation errors.
- Ensure the letter flows well and is easy to read.

7. **Practice Regularly**

- Write practice letters on different topics to build confidence.

8. **Time Management**

- Allocate time to plan, write, and revise your letter during the exam.

9. **Use Appropriate Vocabulary**

- Choose words that convey your message effectively and are suitable for the letter type.

10. **Follow Instructions**

- Adhere to any specific instructions or prompts given in the exam.