



**Welcome to the new academic session 2020-21**

**Let's make self learning a wonderful experiential learning through e-learning.  
We'll start with the writing skills.**

**TOPIC:- FORMAL LETTER WRITING**

**Introduction : Formal letter is one of the most convenient ways of communication or correspondence.**

**How to write a formal letter-**

- Write the sender's address and telephone number on the top left hand side of the page.
- Write the date directly below the sender's address.
- Write the recipient's name /designation one line beneath the date, followed by his address.
- Mention the subject i.e the topic of discussion.
- Give the person you're addressing a salutation (Dear Madam / Sir or Mrs. Mehra / Mr. Mehra)
- Divide the body of the letter (actual content) in three paragraphs.
- Write subscription (Yours faithfully / Yours sincerely)at the bottom left hand side of your letter.
- Write your name below it.
- Mention your designation in bracket below it.



**\*\*\*Note: Letter writing has to left aligned and not to be indented.**

**GUIDELINES FOR STUDENTS**

- Refer to the format given below and attempt the questions given thereafter on A4 sheet to be submitted for checking when the school reopens.
- Adhere to the given word limit. These worksheets are to be then pasted in English fair notebooks.
- Mention the date and topic of these worksheets in the index of your notebook.
- Take the printout of the format and sample Letter to the Editor and paste it in your notebook.
- Similarly take the printout of sample Letter of Enquiry and Letter of Order and paste them in your notebook.
- The next two assignments based on - Letters of Enquiry and Letter of Order can be attempted in the same manner on A4 sheets.

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**FORMAT OF FORMAL LETTER**

Sender's address

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Date (21<sup>st</sup> March 2020)

Receiver's Name / Designation

Receiver's address

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SUB:-----

Dear Madam/Sir

Introduction

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Body of the letter in three paragraphs(150 words)

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Conclusion

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Yours faithfully / sincerely

Name

(Designation)

## SAMPLE LETTER TO THE EDITOR

You are Sharad /Sharon living at 22, Dalton Ganj, Kanpur. The following excerpts from an article made you aware of some of the problems faced by a modern city. Write a letter to the Editor of a newspaper in about 150 words on problems faced by metropolitan cities and how the situation can be improved.

There are areas that need immediate attention if the city has to move forward. The blueprint of a modern city should have transportation facilities, mass housing projects, a scientific sewage system.....

22, Dalton Ganj  
Kanpur

21<sup>st</sup> March 2020

The Editor  
The Times of India  
Darya Ganj  
Delhi -110002.

Subject. : Problems faced by the metropolitan cities.

Dear Sir

Through this letter I wish to draw the attention of the concerned authorities to the problems faced by metropolitan cities. The environment pollution has increased so much that living in a modern city has become a health hazard.

The roads in big cities provide a nightmarish scene due to encroachments, noise pollution, poisonous smoke emitted by the vehicles, heavy traffic, irregular public transport and heavy traffic jams. The situation, undoubtedly, needs the attention and care of the Municipal authorities who should take immediate steps to improve the living conditions of these so-called modern cities. To deal with the environmental and noise pollution, all vehicles operating within the city boundaries must undergo a routine test to determine the amount of carbon dioxide emitted. And above all, public transport facilities need to be streamlined so that people use more and more public transport, thereby reducing the number of private vehicles on roads. More schemes like Odd - Even should be undertaken by the government.

You are requested to kindly print this letter in your newspaper so that the concerned authorities pay heed to the situation and take some action towards betterment. Hope some effective measures are soon adopted to improve the existing situation in our ever-expanding metropolitan cities.

Yours faithfully  
Sharon

**ASSIGNMENT QUESTIONS**

NAME \_\_\_\_\_

Class X English

CLASS \_\_\_\_\_

1. Write a letter to the editor of a national daily expressing your concern over the lack of proper sanitation and hygiene in your area. As a result of this negligence people fall prey to various diseases like diarrhoea and malaria. Children under the age of 5 years, who are already victim of malnutrition, suffer from deficiencies, poor physical development and cognitive ability, become an easy prey to it. Also, suggest some practical ways of dealing with the situation.

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2. Taking help from the information given below, write a letter to the Editor of National Daily showing your concern over the outdated education system which is not job-oriented as it has not helped in creating skilled professionals . Also, suggest some measures to make it more meaningful and job-oriented.

Clues:

More academic

No practical learning

Not job-oriented

Lacks vocational training

Marks oriented

BBPS, PITAMPURA

## **Letter of Enquiry**

### **Introduction :**

A letter of enquiry is written when you are approaching a company speculatively.

### **Opening Paragraph**

Introduce yourself briefly and give your reason for writing. Let them know of the kind of position you are seeking, why you are interested and how you heard about them.

### **Paragraph 2**

Mention why their company in particular interests you, mention your qualifications and experience along with any further details that might make them interested in dealing with you or your company.

### **Paragraph 3**

Refer to your enclosed CV and draw their attention to any particularly important points you would like them to focus on in it.

## SAMPLE LETTER OF ENQUIRY

As the manager of Glass Palace, write a letter to M/s Modern Furnishers, asking for quotations of prices and catalogue of their furniture. As you need to buy the furniture from them make other relevant enquiries about the mode of payment, discount, credit facilities etc. You are Ravi, manager of the company.

M/s Glass Palace  
G.T. Road  
Rohtak

22<sup>nd</sup> March 2020

The Director  
M/s Modern Furnishers  
Sonipat

Sub: **Inquiry regarding the quotations /designs of furniture.**

Dear Sir

This is with reference to your advertisement in The Times of India on 20<sup>th</sup> March 2020 wherein you had offered discount on some furniture items. As we are leading suppliers of furniture in Rohtak and are now opening two new branches of our showroom, we wish to buy some new furniture in bulk.

Could you please send us quotations of prices along with the catalogue so that we can study them and place the order . You are also requested to kindly send information regarding the mode of payment, available discount as we'll be placing a bulk order and if you have any credit facility. We wish to be you regular customer.

Looking forward to a prompt reply.

Yours faithfully  
Ravi Rai  
(Manager M/s Glass Palace)





2. You are Arun/ Aruna of class X and are interested in joining a course in Computer Graphics & Animation during your summer vacation. Write a letter of inquiry to the Computer Institute to find out the qualification required for joining the course along with the other details like duration, fee, timings and so on regarding the course. Write this letter in about 120-150 words.

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