

## WRITING AND GRAMMAR

### FORMAL LETTER WRITING - LETTER TO THE EDITOR

#### **Purpose of the letter:**

To express one's opinion on a wide range of issues

To express and share one's observations and views in a public forum, for example a magazine or a newspaper

#### **Language of the letter:**

Formal language must be used

Repetition of ideas must be avoided

Sub paragraphs should be used in an organized way

Personal outlook must be included but biased language should be avoided

Word limit must be kept in mind

#### **Format:**

Sender's address

Date

Address of the addressee

Dear Sir/Madam

(Subject: \_\_\_\_\_ )

#### **Body of the letter (in 3-4 paragraphs)**

**1. Statement of the problem (Introductory)**

**2. Causes of the problem**

**3. Outcome of the problem**

**4. Suggestions/remedies**

**5. Conclusion**

Yours faithfully/Yours sincerely

Sender's name

### SAMPLE FORMAL LETTER

**Question:** You are Saurabh Srivastava, a resident of Defence Colony Bagdogra, Siliguri. Your colony is facing the severe problem of supply of inadequate and poor quality of tap water. You decide to express your views and make the authorities aware of the situation by writing a letter to the Editor of The Siliguri Times, Siliguri. Write your letter in about 150 words.

**Answer:**

#### LETTER TO THE EDITOR

Defence Colony  
Bagdogra

15<sup>th</sup> April 2016

The Editor  
The Siliguri Times  
Siliguri

Dear Sir

Subject: Inadequate and bad quality of water supply.

Through the columns of your esteemed newspaper, I would like to draw the attention of the civic authorities to the bad quality and inadequate supply of tap water in our locality.

It is unfortunate that the local civic authorities do not take care to provide the citizens with even the basic amenities such as proper and adequate water supply. In our locality, water is supplied only for three hours in the morning. For the rest of the day the taps remain dry. Also, the quality of supplied water is poor. It is unhygienic and contaminated. There have been cases of water borne diseases like diarrhoea and dysentery. It is highly expected that these diseases may break out in form of epidemic if the problem is not properly addressed.

It is expected that instead of ignoring the issue, the authorities concerned will take immediate steps to ensure supply of adequate and good quality of water in our locality so that we citizens are able to live a disease free and stress free life.

Yours faithfully,

Saurabh Srivastava

### ADDITIONAL QUESTIONS ON LETTER TO THE EDITOR

- Q.1.** Write a letter to the Editor of a newspaper expressing your views on the importance of saving water as you have seen people wasting water carelessly on one hand and on the other hand people fight for a single drop of water and farmers die because of drought. On the basis of the ideas reflected in MCB unit Environment and your own ideas write the letter.
- Q.2.** Recently you read a report on increasing stress level among the younger generation and you are very disturbed with the scenario. You decide to write a letter to the Editor of a newspaper expressing your concern and also about some measures which can be adopted by the youth to overcome stress. On the basis of the ideas reflected in the MCB unit Health and Medicine and your own understanding write the letter to the editor.
- Q.3.** Recently you came across a newspaper article depicting diversity of India as its greatest identity. After reading the article you are inspired enough to write a letter to the Editor of a newspaper expressing your views on the importance of maintaining unity and integrity for the growth of the nation.
- Q.4.** Recently, you got an opportunity to meet some courageous girls, who, despite serious opposition from their families, continue their education. This has made you feel both proud and concern about these girls and you decide to write a letter for the Editor of a newspaper emphasising upon the need to promote girl child education. Add up your own ideas to the ideas reflected in the MCB unit Education and write the letter to the Editor.
- Q.5.** A survey reveals that most of our health related problems are due to our over fascination with modern gadgets like smart phones, lap tops, television and video games. The findings of the survey compel you to share your views on the issue and you decide to write a letter to the Editor of a newspaper. On the basis of your understanding of the MCB unit Science and your own understanding write the letter.
- Q.6.** There is a 'Divyanga' (Physically Handicapped) child in your class and every day you watch him very closely. You appreciate his efforts and enthusiasm, but you find some of your classmates making fun of him regularly and you try to make them realise their insensitivity but they don't change their ways and means. This has provoked you to write a letter to the Editor of a newspaper expressing your views on the need to be respectful to every individual including the specially abled ones.
- Q.7.** You observe that most of your class mates bring fast food items as part of their school tiffin and even some of them regularly suffer from one disease or other but they keep on bringing fast food. You wish to make parents of such children aware of

the harms of the fast food and so you decide to write a letter to the Editor of a news daily. On the basis of the ideas represented in the MCB unit Health and Medicine and your own understanding of the problem write the letter.

**Q.8.** Your friend studies in a school where there is no play- ground and also no facility for sports and games. He has to stay in his class room throughout the day. You feel about your friend and decide to write a letter to the Editor of a newspaper emphasising upon the need to have play grounds and other sports facility in schools as they help in the all- round development of an individual.

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