

WRITING OF SECTION

“Letter Writing”

Class-X

Points to remember :

1. Start each line from the left hand margin.
2. Follow the proper format of the letter.

Format of the Format letter :

- a) Sender's Address (2 to 3 Lines)
 - b) Leave a line
 - c) Write the date like May 16, 2012
 - d) Leave a line
 - e) Write receiver's post and address (3 to 4 lines)
 - f) Leave a line
 - g) Write the subject and underline the subject. The initial alphabet of each key word of the subject will be a capital letter.
 - h) Leave a line
 - i) Write the salutation like respected sir/madam,
 - j) Don't put any punctuation mark at the end of the line of the format.
3. Generally the letter has four paragraphs.
 4. In the first paragraph, write the introduction by introducing the subject.
 5. In the second paragraph, write the content of the letter/problems and effects/causes of the problem etc.
 6. In the third paragraph, write the solution you want from the concerned authority.
 7. In the fourth paragraph, show your obligation to the authority.
 8. Conclude the letter by writing “Thanking you” in a separate line followed by “your faithfully” and name in separate lines.

Solved Example (Letter to the Editor)

Q.1. You are Himanshi Jaggi living at 1652, Outram lines, Delhi-54. The residents of your area are facing lots of inconvenience due to poor maintenance of the public park of your locality. Write a letter to the editor of a local daily drawing the attention of the concerned higher authorities towards the problem and requesting them to solve it.

Ans. 1652 Outram Lines
Delhi-59

May 16, 2012

The Editor
The Hindustan Times
K.G. Marg,
New Delhi-110001

Subject : About Poor maintenance of the Public Park of our locality.

Respected Sir,

Through the columns of your esteemed newspaper, I would like to express my serious concern on the poor maintenance of the public park of our locality.

The public park of our area is in a pathetic condition. The gardeners are not regular and the plants are not pruned regularly as a result of which, the park gives an ugly look. The park has become a thoroughfare for stray animals as there is not any gate at the entrance of the park. Even the anti social elements gather in the park in the evening making it difficult for the women folk to have a walk in the evening. Our regular complaints to the local authorities have failed to bring any change in the situation.

Therefore, I would like to request the concerned higher authorities to improve the condition of the park for the convenience of the local residents.

I shall be highly obliged to you for publishing my letter in your newspaper.

Thanking you

Yours faithfully

Himanshi Jaggi

Solved Example (Letter to the Principal)

Q.2. You are Megha Singh, a student of class-X-C of R.P.V.V., Civil Lines, Delhi-54 write an application to the principal of your school requesting her/him to provide remedial classes of English after the school hours.

Ans. R.P.V.V., Civil Lines,
Delhi-110054

May 16, 2012

The Principal
V.P.V.V., Civil Lines
Delhi-110054

Subject : Request for remedial classes in English.

Respected Ma'am/Sir

With due regards, I want to bring to your kind notice that I am a regular student of class X-C of your school.

The students of class X-C are facing some difficulties in English and particularly in grammar section. The students need some remedial classes in english to have more time for practising grammar and writing section. They need to have more classes to understand basics of grammar which will be helpful in developing the understanding of the language.

Therefore, I request you kindly to arrange remedial classes of English for our benefit I shall be highly obliged to you for your true concern.

Thanking you

Yours faithfully

Megha Singh
X-C

Solved Example (Informal Letter)

Q. 3 You are Abhinav Shankar living at 10, Rajpur Road, Delhi-110054. Write a letter to your friend living in Hyderabad telling him about your visit to International Book Fair 2012 at Pragati Maidan, New Delhi.

Ans. 10, Rajpur Road,
Delhi 0110054

May 16, 2012

Dear Rachit

Hope this letter finds you in the best of your spirits. I am also doing fine here. I want to share with you my experience of the International Book Fair, 2012.

An International Book Fair was organised at the Pragati Maidan in February, 2012. I went to the Book Fair on Sunday with my friends. I was amazed to see so many publishers from all around the world displaying books on practically all the topics and areas of studies. I went to the literature section which had wonderful collection of novels and short stories. I purchased 10 novels and 15 collections of short stories. I also met the famous novelist Ruskin Bond. It was really an exciting visit and I enjoyed it thoroughly. I hope that you will also come next year to visit the book fair. Waiting for your earliest response.

Yours truly

Abhinav Shankar

Solved Example (e-mail)

Q.4. You are Prashant Chikara. Write an e-mail to the editor of the Times of India expressing your concern on growing incidents of road rage in Delhi. Use the proper format of an e-mail.

Ans. From : prashant_chikara@yahoo.com

To : editor@timesofindia.com

Subject : Regarding growing incidents of Road Rage in Delhi.

Message :

Respected Sir

This e-mail is regarding rowing incidents of road rage in Delhi. Every now-and-then, we come across the news of road rage where people start fighting on the roads on trivial issues.

People are over stressed these days and their frustration is often displayed when they start fighting on the matter of a small collision or on the matter of pressing horn or even on the issue of parking. Generally, the fight starts verbally which turns into a physical fight leading to even the death of a person. Many incidents of death due to road rage have been reported so far and, so, it needs the attention of everyone. The government should start a large scale campaign to educate and make people aware about the outcome of a road rage. The government should come forward with strict legal provisions to stop incidents of the road rage. I hope that the government will take some solid steps to make the Delhi roads safe to travel.

With regards

Prashant Chikara

FORMAL LETTERS

1. You are Rohit/Rita, a student of class X of J.R. Public School, Sagarpur, New Delhi. Metro rail has become a very popular, comfortable and convenient mode of transport in your city. You also want to have the experience along with your classmates. Write an application to the principal of your school requesting her/him to arrange a metro ride for the students of your class.
2. You are Garima/ Chaitanya living at E-5/26 Sect-16 Rohini, New Delhi. Your streets and roads experience water logging during the monsoon season. The people of your area find it difficult to lead normal life and this adds to their problems. Write a letter to the commissioner of MCD, Delhi to take necessary steps to control the water logging and help the residents.
3. Computers have become the need of the day. They have captured all fields of life. So knowledge of computer is essential for all especially for the students. Write an application to the principal of your school to introduce computer as a compulsory subject for secondary classes. You are Anil/ Ankita of Jain Public School, Palam Village, New Delhi.
4. You have recently read the news about a child falling in the open manhole. There are many such manholes in your city are left open. Write a letter to the municipal commissioner MCD, Delhi drawing his/her attention to the dangers that these manholes can cause and request him/her to get them cleaned and closed.
5. A month ago you bought an L.G. Colour T.V. of 20" from the 'Gupta Electronics House' Kamla Market New Delhi. It has been giving you persistent problems. Its picture blurs and volume goes up and sometimes down automatically. It has been given one year warranty. Write a letter to the sales manager complaining about it. Your are Puneet/Pooja living at 25 Kamla Nagar, New Delhi.
6. You are Ashoka/ Tanmay of 23 Sect. 7, Rohini, New Delhi. Day before yesterday there was a marriage in your neighbourhood. The procession was very late and the orchestra kept on playing loudly even after mid night. It disturbed students, old people, patients and infants. Write a letter to Editor of a daily newspaper about the problems.

7. You are Rekha/Rahul, living at 22/2, Hari Nagar, New Delhi. Write a letter to the Editor of a newspaper drawing the attention of the people to inculcate safe road habits among the vehicle drivers so that they can reach their destination safe and sound. You can write the letter under the heading 'Drive safe, Arrive Safe'.

INFORMAL LETTERS

1. You are Rakesh/Rashmi a resident of B-15 Janakpuri, New Delhi. You have been gifted an electric scooty by your grandfather on his retirement. Write a letter to your grandfather expressing your feeling for him.
2. You are Anil/Anita of C-5 Tilak Nagar, New Delhi. Your friend has invited you to a picnic. Unfortunately you are unable to join the same as you have an appointment with the doctor. Write a letter to your friend expressing your inability to join it.
3. Now-a-days reading habit among youngsters is decreasing to some extent. The main reasons behind it are their interest in T.V. watching, playing computer games and sending message through mobiles. Write a letter to your younger brother advising him to develop reading habit and its importance in learning process. You are Rohit/Rani living at 25 Ashok Vihar, Delhi.
4. You have come to know that your younger brother rides his bike very fast and at time is very reckless on the road. He also does not like wearing helmet while driving. You are very concerned about his safety. Write a letter to your brother advising him to follow traffic rules for his safety. You are Anil/Annu of A-10 Vikaspuri, New Delhi.
5. Your friend Suyash/Sonakshi has topped the school by getting A1 in all the subjects and CGPA-10 in board Exam. You are happy for your friend that his/her hard work and dedication has paid off. Write a letter congratulating him/her and express your happiness and good wishes. You are Rajiv/Rajni 25/2 Block D Janakpuri, New Delhi.
6. Write a letter to your younger brother giving him tips on healthy eating habits as you have come to know that he has developed a taste for fast/junk food like burgers and pizzas along with cold drinks. You are worried that this may lead to obesity and health problem. Advise him to take a balanced and nutritious diet and return to healthy food only.

7. You have facility of a computer Aided learning (CAL) Lab in your school. All the students of your school are very happy with this lab having a big T.V. and a computer with lessons on all your subjects. Now learning has become more interesting and fun. Write a letter to your uncle telling him about the benefits of CAL lab in your school. You are Arun/Ankita living at 42 Rajouri Apartment, New Delhi.

E-MAIL WRITING

1. You are Yogesh/Yogita of DAV school, Dwarka, New Delhi. You need your studying certificate from the school as your father has to submit the same in his office. Write an e-mail to the principal of your school requesting him/her to issue the same in about 120 words.
2. The students of class X of Rahul Model School Sadh Nagar, New Delhi, wish to visit 'KHEL GAON' developed for CWG. As head boy of your school, write an e-mail to your principal to arrange a visit for the students on any working day during school hours in 120 words.
3. You are Nitin/Neha living at C-25 Ramesh Nagar, New Delhi. In the main market of your block during rush hours a few women have experienced of losing their gold chains and ear rings snatched by young boys riding on bike. You are very much worried about such incidents. Write an e-mail to the Editor of a local newspaper to draw attention of the concerned higher authority about it.
4. Public park is the heart of the residential area. Children play, elders go for walk and even ladies do yoga and other exercises there. But unfortunately the park of your area has become a place for stray animals, drinkers and gamblers. Write an e-mail to the Editor of the daily newspaper to draw attention of the civic authorities towards it in not more than 120-150 words.

Q.6 "LONG WRITING TASK"

ARTICLE / SPEECH / DEBATE

Total marks	:	08
Content	:	05
Expression	:	03

Article Writing

Points to Remember :

- 1) Write the headline in the center of the page.
- 2) Write the name of the person writing the article in the center of second line.
- 3) Start Writing the article from the left hand margine after leaving a gap of one line from the writer's name.
- 4) Write about three paragraphs.
- 4) Write about three paragraphs.
- 5) In the first paragraph, give a general introduction of the topic.
- 6) In the second paragraph, write on the topic and its effect of impact
- 7) In the third paragraph, give your suggestions and remember that your suggestions should be practical and acceptable.

Solved Examples

Q. 1 You are Nidhi, a member of "Environment Club" of your school. Write an article on "Need of Afforestation" in the present day world.

Ans. Afforestation : The Need of the Hour

[An article by Nidhi]

We are living in the modern age of development where we have left everything behind in the mad race of development. The race of development has made us take the mother earth for granted and as a result, we have started cutting the trees mindlessly to meet our present requirements.

Threes are considered to be the "Powerhouse of Evolution" and they are helpful to in a many ways. They not only provide us fresh oxygen but, they also reduce pollution absorbing carbon from the atmosphere. They are helpful in reducing global warming, besides, they are the constant source for furniture, paper, medicines, firewood, etc. It's a matter of great concern that the trees are cut in large numbers for human settlements, papers and fire wood. If the present trend of cutting trees is not checked then we will have to face dire consequences.

It is, thus, the need of the hour that we should plant more and more trees. The government should start a large-scale campaign to make people aware about the importance of trees. like the literary campaign of “Each one Teach one”, it should be the prime duty of everyone to “Plant a tree on his/her birthday.”

Speech and Debate Writing

Points to remember :

- 1) Greet the chief guest, teachers, fellow speakers and the present students/ audience.
- 2) Introduce yourself and mention the topic on which you have to speak on.
- 3) In the case of debate, mention clearly whether you are speaking in the favour of the topic or against the topic.
- 4) In the second paragraph write in details about the topic and its impact or effect on the common man or society at large.
- 5) In the case of debate, don't try to have a “Middle approach”. Be clear in your presentation.
- 6) Conclude the debate or speech in the third paragraph by giving your conclusion or suggestion.
- 7) Thank the audience at the last.

Solved Examples

Q. 1 You are Humada Khan, a student of class X-A of RPVV, Rajniwas Marg. Write a speech in about 120 words on the topic “CCE - a boon for students.”

Ans. Good morning hon'ble principal, respected teachers and my dear friends!

I am Humada Khan of X-A and I am feeling privileged to have been given a chance to share my views on the topic “CCE – A boon for students.”

I often wonder why CBSE felt the need to introduce “Continuous and comprehensive Evaluation” system in class IX and class X. When I look back, I find the old education system to be strange as the whole year's hard work was to be assessed by an exam of three hours only.

If, unfortunately, something wrong happened before or during the exam the whole year's hard work was wasted. Thanks to CCE, now the students get a chance to get evaluated all around the year. The new system has enabled the students to improve their performances through different activities of FAS. The system also works for the overall development of a child as it is designed to improve all the basic skills related to "LSRW." Now, the students are also getting chances to come at front and they are also getting chances of assessment through peer assessment and self assessment. The best part of the system is that the students are free from the terror and tension of the "Board Examination."

Although, there are few who criticise the new system for different reasons but, those points of criticism would be removed in the near future. Hence, we should welcome the new system.

Thank you.

Q. 2 You are Anand, a student of class X of SV, Sector VI, Rohini. Write a debate favouring the topic "Internet a boon for students."

Ans. Good morning hon'ble judges and dear friends!

I am Anand of class X and I take this opportunity to express my views on the topic "Internet – A room for students" and I stand here to support the motion.

We are living in the modern age of information and any information is just a click away thanks to internet which has revolutionised the world of information. If a student wants to get any information about any area of studies, everything is available on the site. Thanks to sites like "Google," "Wikipedia," "yahoo search," etc, we get the desired information within seconds. Even the social networking sites like "Facebook" and "Tweeter" connect us with our friends all around the world.

There are few who criticise the internet for providing immoral materials on the net. But then, it's a matter of choice and it is upto us to decide what we want to get from the net. Hence, I personally feel that internet is a boon in our life and the only need of the hours in that we must make sensible use of it.

Thank you.

ARTICLES :

1. People in Merto Cities face the problem of stray animals. A few heartly want them to be fed, given shelter, loved but some show cruelty towards these speechless creatures. Write an article in 120-150 words on the topic 'Cruelty to Animals'.
2. Mobile phones are being used both in urban and rural areas. But craze for mobile phones among students has been increasing day by day. They seem busy on mobilephones most of the time. Write an article on the topic 'Excessive use of mobile' in not more than 120-150 words.
3. Weekly markets in the residential areas are popular. Local people prefer to visit and buy things at such places because they get things at cheaper rate. Write an article in about 150 words on 'Weekly market'.
4. Internet is a computer based global information system. The modern day internet, better known as the "World wide web" has completed two decades of its existence. It has brought new opportunities to government, business and education. Write an article in 150 words on 'Internet'.
5. Air pollution means mixing of harmful gases in air. It is caused by the smoke emitted from factories, vehicles, burning of coal or wood for fuel. It is harmful for human beings, animals and plants. Write an article in about 150 words on it.

SPEECHES

1. India is a country of festivals. There is a series of festivals which are celebrated through out the year. They reflect our culture and bring us closer. Write a speech in about 120-150 words to be delivered in the morning assembly by you. You are Kiran a student of Delhi Jain Public School Palam Village, New Delhi.
2. Games play an important role in our life. They are not only the means of entertainment but keep us physically fit also. Some like indoor games and others outdoor. Write a speech in 150 words keeping in view the importance of games.
3. Govt. has banned the use of polythenes and plastic bags as they are nonbiodegradable and harmful to every living being and environment. But

still people are using them for carrying things. Write a speech to be delivered in morning assembly by you in 120-150 words on 'Say no to polythene' to save the environment.

DEBATES

1. Everyone likes watching T.V. Now-a-days children are taking more interest in T.V programmes. No doubt most of the programmes provide them knowledge and entertainment. But some children learn negative things and apply them in their real life. In this way watching TV is not only useful but harmful also. Write a debate in 120-150 words about it.
2. Internet has become essential in our life. Some sit in front of computer for many hours at a stretch a day. We know that excess of everything is bad. So by doing this they not only waste their time but spoil the health also. Write a debate in about 120-150 words on the topic 'Internet'.
3. High buildings, Metro, Shopping malls, big parks, wide road etc. attract people to live in metro city. On the other hand traffic jam, pollution, crime, insecurity etc disappoint them. Write a debate in 120-150 words on the topic 'Life in a Big City'.
4. It is found that most of the students are pleased with grading system introduced by CBSE for IX & X classes. But some are not in favour of it. They think that this system will not encourage them to workhard to get full marks as there is no competition left behind. More over teachers may favour particular students. Write a debate in 120-150 words on 'Grading System'.

6. "SHORT COMPOSITIONS"

REPORT WRITING

DIALOGUE

STORY

Total marks : 03

Content : 02

Expression : 01

Report Writing

Points to remember :

- 1) Write the headline of the report in the first line in the center of the page.
- 2) Write the name of the person writing the report at the center of the second line.
- 3) Take a gap of one line and start writing the report from the extreme left of the fourth line.
- 4) Mention three information about 'what', 'when' and 'where' in the first sentence.
- 5) Describe the event in past tense. Take care of the word limit so, mention the necessary details only.
- 6) Don't leave the report incomplete. Concluding line is a must in every kind of report.

Solved Example

- Q. 1 You are Gurmeet Kaur, the Cultural Secretary of RPVV, Civil Lines, Draft a report of the inter class Solo Dance Competition held in your school in about 80 words.

Solo Dance Competition held

(A report by Gurmeet Kaur)

RPVV, Civil Line organised an inter class Solo Dance Competition for the students of classes IX to XII in the school auditorium on 15th February, 2012 at 10 a.m. the famous dancer Sonal Man Singh was the judge for the competition.

About 10 participants from different classes participated. Out of which seven participants presented traditional Indian Dances. Tamanna Singh of class IX-A was declared winner of the competition for her outstanding Kathak Dance. The judge praised the students a lot for their wonderful performances. The trophies and cash prizes were given to the first three winners by the judge.... The competition ended successfully with the thanks giving speech of the principal who thanked both the judge and the participants for making the competition a success.

REPORT WRITING

1. You are Arun/Anita of DAV School, Hari Nagar, New Delhi. Your school organised an inter-house debate competition. Write a report mentioning number of participants, date, topic etc in not more than 50-60 words.
2. During summer vacations you got an opportunity to join a trip to Agra organised by your school. As the leader of the touring party, Write a report for the school magazine giving necessary details like site scenes, lodging etc. You are Nitin / Neha.
3. You are Mohit/Mamta living at Janakpuri, New Delhi. Recently you visited your grand parents in Rajasthan. There you happened to go to a place where a teenager had fallen into a deep bore well. As an eye-witness of the scene. Write a report on efforts made by various agencies to save his life.
4. Public park was not being maintained properly in your locality even after a number of complaints to concerned authority. Now the residents of your locality have managed the same well. As a responsible resident, write a report mentioning the valuable contribution of the residents in the form of physical labour, financial support etc in 50-60 words.
5. Accidents at Metro construction side have caused massive loss of life and property. It has created fear and panic among the residents of Delhi. You have witnessed one such accident. Write a report in about 50-60 words.

DIALOGUE WRITING

1. Imagine you visited your friend to know about his health as he had been ill for a week. He gave the following answers complete the dialogue by writing the questions you asked your friend.

Q. a) _____?

Ans. I am feeling much better now.

Q. b) _____?

Ans. I was admitted to AIIMS for five days for treatment.

Q. c) _____?

Ans. I had the problem of severe stomach ache

Q. d) _____?

Ans. One of my parents looked after me there.

Q. e) _____?

Ans. I shall join school day after tomorrow.

Q. f) _____?

Ans. No, with my father.

2. Suppose you and your friend participated in debate competition. Your school principal wants you to tell about it. You gave the following answers. Complete the dialogue by writing the questions asked by your principal.

Q. a) _____?

Ans. I fared well in this competition.

Q. b) _____?

Ans. About 10 schools participated in it.

Q. c) _____?

Ans. Luckily, our school's team got first position.

3. Imagine you went to market to buy some books yesterday. After reaching home your father asked you about the visit and purchase of books. Your answers are given below. Complete the dialogue by writing the questions asked by your father.

Q. a) _____?

Ans. I went to Nai Sarak, Delhi.

Q. b) _____?

Ans. On my own Motorbike.

Q. c) _____?

Ans. I spent more than fifteen hundred.

4. There is the following conversation between two friends. Complete the dialogue with suitable answers.

Sumit : Where are you going carrying a basket containing flowers and scents?

Amit : a) _____

Sumit : Which particular god or goddess do you have deep faith in?

Amit : b) _____

Sumit : Do you go for worshipping daily or occasionally?

Amit : c) _____.

STORIES WRITING :

1. Last week I went to market to buy some books on bicycle. I placed my bicycle outside the shop. _____

Read the lines and complete the story in 50-60 words in your own words.

2. Develop a story in 50-60 words with the help of the following lines in your own words.

Yesterday I was going to school. On the way I saw a child in the middle of the road. A car was coming at full speed .

2 _____

3. Read the lines given below and complete the story in 50-60 words.

Once there was an old man. He had four sons. They always quarrelled with one another. _____

4. Complete the story in 50-60 words with the help of the lines given below.

Oneday a dog found a piece of meat. He reached the bank of the river

5. On sunday I was watching T.V. Suddenly I heard people shouting outside

Complete the story in your own words in 50-60 words with the help of lines written above.