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Letter writing

Ques.) You are Anita Sharma of 10 M.G. roads, new town. Write a letter appealing to
your fellow students to volunteer to take literary classes. Give reasons why literary
classes should be held, what students can do and why they should do it. Don't exceed
150 words.
Ques.2) Write a letter to the Principal of your school to improve the hygienic conditions
in the school. Imagine yourself to be Rotas, a student of class VIII of D.A.V.senior
secondary school, Jalandhar.