

DELHI PUBLIC SCHOOL, DIGBOI
ASSIGNMENT -2 2020-21

Class :X
Subject : English

TOPIC: FORMAL LETTER

A letter is the most common form of written or printed communication. It is different from other forms of writing because it is intended for a specific reader. A letter is written when something has to be conveyed to someone sitting far away.

There are three kinds of formal letters

- 1. Business Letters or Official Letters. These include**
 - (a) Letters of enquiry or complaints
 - (b) Letters of replies to enquiries
 - (c) Placing orders and sending replies.
 - (d) Cancellation of orders.
- 2. Letters to the Editor** These include letters of suggestions.
- 3. Letters of Application** These include job applications

Points to be Kept in Mind

- **Mention your intention of writing the letter in the opening paragraph and stick to the point .**
- **Avoid short forms or slangs .**
- **Be polite and formal at all times.**
- **Simple language and short sentences should be used to avoid grammatical mistakes.**
- **The letter must be written in an appropriate format, based on any visual or verbal stimulus within prescribed word limit.**
- **Express your ideas in a coherent and organised manner.**
- **Never ask the Editor to solve your problems in a letter to the Editor.**

FORMAT OF A FORMAL LETTER

..... **SENDER'S ADDRESS**

..... **DATE**

..... **RECEIVER'S ADDRESS**

.....

..... **SALUTATION**

..... **SUBJECT**

.....
.....
.....
.....
.....
.....

..... **COMPLIMENTARY CLOSE**

..... **SIGNATURE**

..... **NAME (in capitals)**

..... **DESIGNATION (if any)**

LETTER TO THE EDITOR

Letter to the editor is a formal letter usually written on a topic of general concern and to influence public opinion . It can include suggestion on an issue concerning public interests, complaints and requests.

SAMPLE 1

Q. Write a letter to the Editor of a national daily emphasizing the need for educational counsellors . You are Vinita/ Vijay

B-12, Indraprastha Apartments

21, Paschim Vihar

New Delhi -110063

20th April, 2020

The Editor

The Times of India

New Delhi

Sir

Subject: Need for Educational Counsellors

Through the columns of your esteemed daily,I would like to bring to the notice of the concerned authorities about the dilemma that every student is confronted with while appearing for the Secondary School Examination. After passing the Secondary School Examination, candidates have to make a difficult choice from a number of streams available to them for further study at Senior School Level.

Students appear to be totally helpless and sometimes even end up making the wrong choice of subjects which they regret later. As there is no valid mechanism to assess the suitability of a candidate for a particular stream, the system is flawed. Students take subjects forced by peer pressure or parental pressure without realising their own capabilities. Hence I feel that there is a need for educational counsellors in schools for guiding the students.

Educational counsellors can help the students to understand their hidden qualities, so they need to be present in every school. Schools can also have career counselling workshops for the students on a regular basis. Parents and teachers can also play a very important role in shaping the young minds.

I hope you will publish my views in your esteemed newspaper.

Yours sincerely

Vinita

PRACTICE QUESTION

You are Urmila / Umesh of class X . The number of coronavirus (Covid-19) cases has been growing exponentially . This has become a matter of grave concern.Some of your acquaintances have also become its victims. Write a letter to the Editor of a national daily expressing your concern and suggest ways to combat the Coronavirus disease.(word limit: 100-150)

- **practice social distancing > wear masks**
- **Wash hands frequently with soap and water / use alcohol based handrub**
- **Boost your immune system**
- **Do breathing exercises/ yoga/ physical activities**
- **eat citrus fruits**

