

English

Class 10th

Creative Writing Skills

Letter Writing

1. Considering the potential benefits of extracurricular activities, write a persuasive letter to your father asking for permission to join picnic organised by your school. You are Mohan/Meena. 6
2. Refer to the given context and answer the questions that follow. 6

You are Prem/Prerna, a resident of 20 Ashok Vihar Haridwar. Write a letter to the Chairman of Municipal Corporation to get removed a heap of garbage lying in your locality & spreading disease.

- (a) Which of the following option is the most appropriate subject for the given letter?
 - (i) Complaint against removing garbage from our locality.
 - (ii) Request for the removal of an open heap of garbage from my locality.
 - (iii) Complaint about an open heap of garbage that is not spreading diseases in my locality.
 - (iv) Subject is not required for this type of letter.
- (b) Which of the following is the most suitable opening line for the letter.
 - (i) Through the esteemed column of your newspaper.
 - (ii) Respectfully, I beg to say that.
 - (iii) I want to say that
 - (iv) Respectfully, I would like to bring to your kind attention that.
- (c) What should be the most appropriate tone for the letter?
 - (i) Aggressive and demanding
 - (ii) Causal and funny
 - (iii) Formal yet respectful
 - (iv) Apologetic and submissive.
- (d) What should be the most appropriate action to take after writing the letter?
 - (i) Forget about it hope the problem goes away,
 - (ii) Send the letter and keep a copy of your records.
 - (iii) Post the letter on social media to shame the Municipal Corporation.
 - (iv) Call the Municipal Corporation.
- (e) Which of the following details are important to include in the letter?
 - (i) Praising for Municipal Corporation.
 - (ii) What you studied about garbage at school.
 - (iii) Measures to eradicate this problem.
 - (iv) Your home garbage issues.
- (f) Pick the irrelevant information regarding the letter-
 - (a) I went to market last evening, it was not clean.
 - (b) The heap of garbage is spreading diseases.
 - (c) Your favourite garbage collection method.
 - (d) The urgency of resolving the issue.

3. Answer the questions given below using the provided context.

You are Amit /Anita resident of Lala Bazar Almora .Write a letter to the Superintendent of Police district Almora complaining about frequent cases of theft and chain snatching in your locality.

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- (a) Which of the following is the correct sequence of the occurrence of the given lines in the letter?

- (i) I hope you will take stringent actions to curb this problem.
- (ii) I would like to bring this matter to your kind attention.
- (iii) The problem of chain snatching and theft is increasing day by day.
- (iv) Night patrolling should be increased.

1. (i), (ii), (iii), (iv) 2. (ii), (iii), (iv), (i) 3. (iii), (iv), (i), (ii) 4. (iv), (i), (ii), (iii)

- (b) What is a salutation in a letter?

- (i) Salutation refers to closing line of the letter.
- (ii) Salutation refers to the opening line of the letter.
- (iii) Both (i) & (ii)
- (iv) None of the above

- (c) Which approach should one NOT follow while writing the given letter?

- (i) Clarity and consciousness
- (ii) Formal tone.
- (iii) Optimistic and problem solving
- (iv) Argumentative and abusive

- (d) Which of the following newspaper headlines is NOT related to the given letter?

- (i) “New laws to be implemented for minor theft”
- (ii) “Mr. XYZ is our new superintendent”
- (iii) “Chain snatching in broad daylight”
- (iv) “Theft and chain snatching increasing in Almora”

- (e) Pick out the grammatically correct line for the letter above?

- (i) I hope you will take swift actions to ensure the safety of the residents of Lala Bazar.
- (ii) I hope that you will take swift action to ensure the safety and security of the residents of Lala Bazar.
- (iii) I hope that you will takes swift action to ensure the safety and security of the residents of Lala Bazar.
- (iv) I hope you will take swift action to ensures the safety and security of the residents of Lala Bazar.

- (f) Which closing is punctuated correctly?

- (i) Yours faithfully.
- (ii) Your’s faithfully,
- (iii) Yours, faithfully,
- (iv) Yours faithfully,

4. You are Nishant/ Nisha, a regular customer of Amazon who recently purchased a

- product from the online store. Upon delivery of the product, you found that it was damaged. Write a letter to the customer care service, requesting for a refund or replacement of the product. 6
5. You are Neela/Nimesh, Referring to the chapter ‘Nelson Mandela: Long Walk to Freedom’, write a letter to your friend about Nelson Mandela’s struggle for freedom. 6
 6. You are Reema/ Ramesh. Write a letter to your mother and ask her that how she felt when you took your first step. 6
 7. You are Mona / Manav, Referring to the chapter ‘Glimpses of India’, write a letter to your father about the Culture of Goa. 6
 8. You are Sumit / Sunita. You want to take your pet on a plane. Write a letter to the airline’s pet travel department or flight instructor, requesting permission. 6
 9. You are Meena / Mukesh, and you recently returned from a trip to a location that significantly challenged your preconceived notions about culture, environment, or society. Write a letter to your friend describing how these insights might lead to personal or societal change. 6
 10. You are Neena / Nitin. Write a letter to the executive engineer of archaeology to get the information and importance of ‘Bodhi tree’. 6
 11. You are Meena / Mukesh. Write a letter to your friend telling him/her about the customs of marriage in your society. 6
 12. You are Ramesh/ Radha, living in a hostel at The Paradise School, Uttarakhashi. Write a letter to your father telling him about your progress in studies. 6
 13. You are Rahul/Reeta, an aware resident of Raipur Dehradun. Write a letter in about 120 words to the Project Head of the E-Waste Management Cell at IT Park, Dehradun, highlighting the harmful effects of e-waste pollution and also provide solution for managing e-waste to save the environment. 6