

English
Class 12th
Section B

Letter Writing

1. Write a letter to the editor of a local newspaper highlighting the issue of a large open ground near your locality that is being misused for parking commercial vehicles, making it a hub for drug addicts. Emphasize the need to convert this space into a well-maintained stadium to promote sports and nurture young talent. You are Poorva/Paras of 123/725, Indra Nagar, Haldwani. (120-150 words) 5
2. You are Priya/Prem of 78-C, Pritam Pura, Dehradun. Having recently completed your Mass Communication degree, you are seeking a job as a freelance **political content writer**. Draft a job application letter, along with your detailed bio-data, to be sent to local newspapers in **not more than 120-125 words**. 5
3. You are Kavita/Karan. You have seen the given advertisement for a **Yoga Trainer** position at a resort. Since you enjoy interacting with new people and believe this job aligns with both your passion and livelihood, write a job application letter in **not more than 120-125 words**. Apply with a detailed resume along with job application letter. 5

URGENTLY REQUIRED

Yoga Trainer for a Luxury Resort

A well-established luxury resort is looking for a **certified Yoga Trainer** to conduct wellness sessions for guests. The ideal candidate should be passionate about yoga, have excellent communication skills, and enjoy interacting with people from diverse backgrounds. Prior experience in a similar role is preferred but not mandatory.

Location: Corbett Ahanna Resort, Ramnagar, Uttarakhand

Job Type: Part-time

Requirements:

- Certification in Yoga training
- Strong interpersonal and teaching skills
- Ability to customize sessions for different age groups

Interested candidates may send their resume along with a cover letter to **ahannaresortcorbett@gmail.com** or contact **+91 6369852546** for more details.

4. You have noticed many stray animals on the road during the busy hours of the day. These animals have caused traffic jam as well as accidents. You have already written to the concerned authorities but no action has been taken so far. Write a letter to the Editor of a daily newspaper telling him about the nuisance created by the stray animals. You are Karan/Kavita of DPS Ranikhet, Uttarakhand. (Word limit :120-125 words) 5
5. You are Nandini/Naveen. You saw the given advertisement in the newspaper and wish to apply for the position advertised. Write a letter in **120-150 words** to

Windsor Drawing Academy, Almora, along with your bio-data, expressing your interest in the post advertised.

5



Join Windsor Drawing Academy as a Sculpture Artist!

Are you a passionate **Sculpture Artist** looking for an exciting opportunity to showcase your talent? Windsor Academy is hiring a skilled and creative artist to guide students in the art of sculpting and bringing artistic visions to life!

- ✓ **Position:** Sculpture Artist
- ✓ **Location:** Windsor Academy
- ✓ **Job Type:** Full-time
- ✓ **Requirements:**
 1. Proficiency in various sculpting techniques (clay, wood, metal, etc.)
 2. Strong artistic and teaching skills
 3. Ability to inspire and mentor students

Unleash your creativity and shape the future of art!



Apply now by sending your resume and portfolio to **Windsor Drawing Academy, Almora** or call **+91 987654321** for more details.

6. You are Arunima from Chamoli, Uttarakhand. Having recently completed a solo cycling expedition across **28 countries**, you wish to share your travel experiences in the **Friday Special Women's Column** of a local newspaper. Write a letter to the editor, requesting to publish your journey so that it can inspire other women. **(Word Limit:120-125 words)** 5
7. You have noticed that many private schools in your area charge extremely high fees but lack a proper playground, which is essential for children's overall development. As Kanishka, write a letter to the Block Education Officer, urging that schools without playgrounds should not be approved. **(120-125 words)** 5
8. You live near a National Highway (NH) and have noticed that many vendors have encroached on the footpaths. Additionally, several commercial vehicles are parked on the roads, causing inconvenience to morning and evening walkers. This situation increases the risk of road accidents, as most footpaths are blocked by unauthorized vendors and parked vehicles. Write a letter to the editor of a local daily, highlighting the issue and suggesting effective solutions. You are Kanika/Karan of 789 C, Subhash Nagar, Ramnagar, Uttarakhand. **(Word limit: 120-125 words)** 5
9. You have observed that many schools in your locality are compelling parents to purchase uniforms and school stationery from a specific shop, which is against the rules. Write a letter to the Block Education Officer, requesting action against this unfair practice. **(Word Limit:120-125 words)** 5
10. You are Jatin Shah, a nature photographer. Recently, you came across an advertisement for a 7-day workshop on nature photography conducted by the Indian Wildlife Club for fresher assistant photographers. The workshop is exclusively for freshers, but despite not being one, you are keen to participate and aspire to work with them in the future. Write a letter to the Zonal Coordinator of the Indian Wildlife Club, requesting an opportunity to join the workshop and enclose your resume for the position of Assistant Nature Photographer. **(Word Limit:120-125 words)** 5