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WRITING



Writing is a skill used for communication—for expressing ideas and feelings clearly, coherently and concisely. Whether it be a notice, a report, a message, a paragraph or a letter, it must possess the following qualities:

1. It must be accurate, appropriate, able to attract the attention of the reader and free from ambiguity.
2. It should also be brief and to the point.
3. It must be written in a proper format, style and lucid language within the prescribed word limit.

The proper format and points to remember are given question-wise.

Key Points for Formal Letter Writing

- To voice one's opinion on a wide range of issues—social, economic, ethical and political.
- The purpose of the letter is to express one's observations and views.
- The presentation should be concise.
- The cause and effect relation should be clearly established.
- Repetition should be avoided.
- Sentences should not be very long.
- Formal language should be used.
- The letter must be written in an appropriate format, based on any visual or verbal stimulus within prescribed word limit.

➤ LETTER WRITING (FORMAL LETTER)

The first thing to remember when we start any writing task is—Who is the reader? You may say it is our teacher. It is true but in real life situations when you write a letter/email you need to consider your audience. It's important to be very thoughtful about your audience, and write with their perspective in mind. So in order to get someone to take the time to read what you've written, you will have to capture their attention very quickly. You will need to justify for your audience why they should continue to read past the first couple of sentences. To do this, you must get to your point quickly and be very clear about your intent. You should know how tone and style of language affect the reader's perception of your meaning. And some strategies for ensuring that the audience is able to understand your message. To get your reader to read beyond the first few sentences, you will need to show them that there is enough value coming to warrant the time they will spend on it. This is true regardless of the document, regardless of the audience, the topic or the issue. The reader must see the value of the written matter.

Now that the reason for writing this letter is clear let us look at the format.

Format of the Formal Letter



..... Sender's name

..... and address

..... Date

..... Receiver's address

..... Salutations

..... Subject (in case of a formal letter)

..... Body

..... of

..... the

..... letter

..... Complimentary close

..... Signature

..... (Name in capitals)

Deepa

2. You are Rajesh/Rajni Roy of 105 C, Chatterjee Lane, Kolkata. You have received a letter from your brother who is staying in the hostel of Shaktimandir Public School, Darjeeling, stating that he is being bullied by some senior students who threatened him with dire consequences, if he complained. Write a letter to the Hostel Warden requesting him to take urgent action.

Ans. 105 C, Chatterjee Lane

Kolkata

West Bengal

20 January 20XX

Hostel Warden

Shaktimandir Public School

Darjeeling

West Bengal

Dear Sir/Madam

Subject: Bullying of a class X student

With due respect, I bring to your notice that my brother, Ashutosh Roy, of class XD, has been staying in dormitory No. 20 for the last 6 months. He has been facing a lot of bullying because of being a 'new bee' in the hostel. As a result, he is going through a lot of stress. He has even been threatened of serious consequences by these bullies if he complains.

I am concerned about my brother's life. I request you to take immediate remedial action before the things get out of hand.

Yours faithfully

Rajesh Roy

3. You are Shubham/Subhi Tyagi of 1, Ashok Road, Lucknow. You are deeply concerned about the increasing number of road accidents in your area. You strongly feel that reckless driving by the youngsters is the primary cause of such accidents. Write a letter to the Traffic Police Commissioner requesting him to take prompt and appropriate action. Give concrete suggestions to deal with the problem.

▶ PRACTICE QUESTIONS

1. You live in a crowded area in Ghaziabad, Uttar Pradesh. Unauthorized parking of vehicles in your area is causing a lot of inconvenience to the locals. Write a letter to the police commissioner of the district complaining against this practice. You are Akash/Akansha of Kavi Nagar, Ghaziabad.
2. Write a letter to the Municipal Chairman of New Town, North East District, about the dilapidated condition of a public monument, requesting him to take urgent steps for the preservation of this valuable heritage. You are Anuj/Anju, 40, Civil Lines, New Town.
3. You are Ravi/Rama of 52, Shah Road, Agra. You had bought a textbook 'English Literature Reader' for Class X from a neighbourhood bookstore. After browsing through the book, you realized that a few pages were missing and the print overlapping on a few pages. Write a complaint letter to the Manager, Prakash Books, Sadar Bazar, Agra requesting him for a replacement or refund.
4. You are Raman/Reena of 240, Shahid Nagar, Agra. Write a letter to M/s Raju Sales Corporation complaining about the poor performance of the washing machine purchased from their showroom, mentioning clearly the specific problem you are facing and the action you want. Give all the relevant details.
5. You are Deep/Deepa, Librarian of Happy Public School, Shamli. You had placed an order for a few books for your school library. When the books were delivered, you found some were damaged and some were missing. Write a letter to the Sales Manager of Student Publishers Limited, Delhi asking for their immediate replacement.
6. You are Reena/Raju of 85, Ramesh Nagar, New Delhi. Write a letter to the General Manager, DTC, complaining about inadequate bus service in your area and urging him to take urgent steps in this matter.