

Letter Writing

The most common form of written communication is the letter. Letters should have a format that goes with the latest conventions.

Types of Letters include:

- Informal letters—These are letters written to close associates.
- Formal letters — These are:
 - Business or official letters (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies).
 - Letters to the Editor (giving suggestions on an issue).
 - Application for job.

Applications for jobs are written in a very formal, precise and to the point manner. In case the applicant has to focus on his qualifications and experience, a bio-data is enclosed. It includes important information regarding the candidate such as Name, Date of Birth, Contact Address, Educational Qualifications, Professional attainments, [Experience Letter](#), Hobbies, Marital Status, Salary Expected and the References. The forwarding letter has the same format as. an official letter. In case, the information about the applicant is not detailed one, it is included in the body of the letter itself and also included the [career objective](#).

The bio-data or curriculum vitae (C.V.) is written in a standardised format.

Write a [letter to the Editor](#) of a magazine Expressions, New Delhi on the deterioration in the standard of living in your city. Give suggestions for improvement. Sign yourself as PMR.

Answer:

15A Model Town
Delhi

April 5, 20XX

The Editor
Expressions
Kasturba Gandhi Marg
New Delhi-110001

Sir

Sub: Deteriorating standard of living in the capital city.

Through the columns of your reputed magazine, I wish to express my views on the

deteriorating standard of living in the capital city of Delhi.

What does the standard of living actually mean? Does it mean possessing expensive goods of comfort and beauty, living in posh bungalows or, the overall decent and peaceful living conditions including health and hygiene, pollution-free environment, and above all, a value-based society.

Considering all these, the living conditions in Delhi are really appalling. Dumps of garbage, heavy traffic congestion on the roads, growing atmospheric pollution, high levels of noise pollution, overcrowding at public places, etc., throw ample light on the deterioration in the people's standard of living. Our lungs are hungry for fresh air and green belts.

The large number of immigrants, from other states to Delhi, put tremendous pressure on the resources of the city. The housing problem is growing rapidly with lack of civic amenities. The life is so busy that there is little interaction among neighbours. Hurry and worry is what best describes the life in the capital city. With growing consumerism and rising prices, the disparity between rich and poor is increasing day by day. Something judicious needs to be done to remedy this situation. More green belts and 'silence zones' should be created. The unrestricted inflow of people to Delhi should also be checked. Only then the standard of living can be improved.

Yours truly
PMR

Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post.(120 – 150 words)

21, Vasant Marg
Bhilai

01 March, 20XX

The Principal
Bal Vidya Public School
Bhilai

Subject- Application for the post of a post-graduate teacher

Sir/Madam

In response to your advertisement in The Bhilai Express, dated February 25, 20XX for the post of a

political science teacher in your renowned school, I wish to offer my candidature.

I am enclosing a copy of my bio-data for your perusal and kind consideration.

I am available for the interview on any day of your convenience. If given a chance to serve you, I

assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you
Yours faithfully
Sanjay/Sanjana Sharma

Encl.: Bio-data

BIO- DATA

NAME- Sanjay/Sanjana Sharma

FATHER's NAME- Mithun Sharma

DATE OF BIRTH- 25 July, 1984

ADDRESS- 21, Vasant Marg, Bhilai

PHONE-98100XXXXX

E-MAIL- sanjsharma@gmail.com

MARITAL STATUS- single

AGE- 28 years

NATIONALITY- Indian

ACADEMIC QUALIFICATIONS-

i. B.A. in Political Science

ii. M.A. Political Science

iii. B. Ed

HOBBIES- Trekking and reading

STRENGTHS- Good communication skills, computer literate, proficient in English, Hindi and German

NAMES AND ADDRESSES OF REFERENCES-

i) Mr. Vijay Mathur, Principal

D.A.V. School, Gurudwara Rd., Delhi

ii) Mr. Satish Ohri

Head of Commerce Department

Punjab University, Chandigarh