

# International Indian school Buraidah

## Worksheet for the Academic Year 2024-25

Class: X.

Subject: English

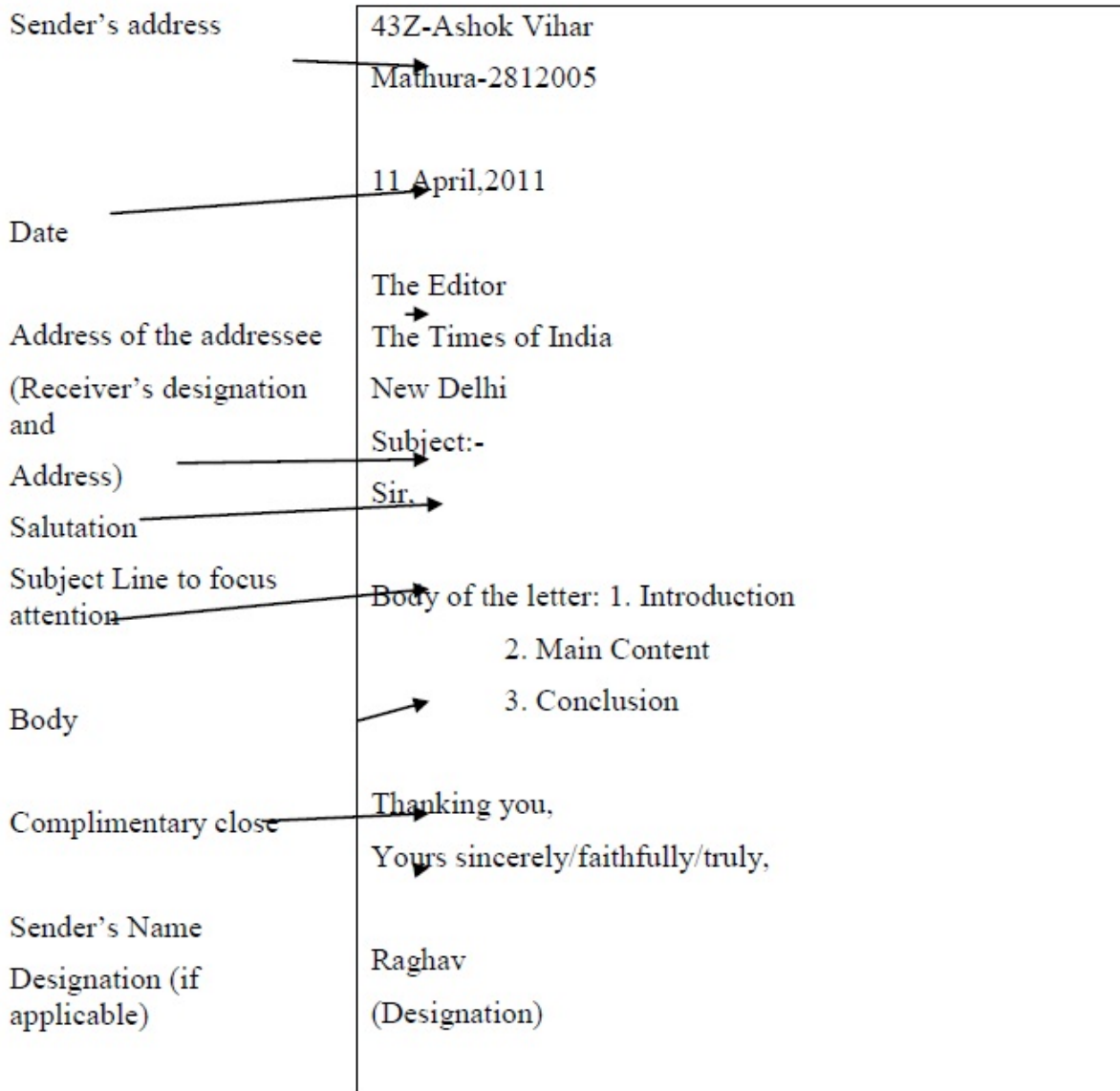
### LETTER WRITING:

#### 1. FORMAL LETTERS

Formal letters include

(1. Business letters 2. Official letters 3. Applications 4. Letter to Editor of newspapers, letters of complaints, etc.)

#### Format-



Write a letter to the editor of an English daily, making a plea to the common people to switch over to solar energy to conserve electricity and limit electricity bills.

Answer:

147 Mayur Vihar  
New Delhi

11 April 20xx

The Editor Hindustan Times New Delhi

Subject: Evoking Awareness Towards Solar Energy

Sir

Through the columns of your reputed newspaper, I wish to make the people aware of the growing need and demands of solar power. We all know that our earth is showing signs of a patient in declining health and it is due to excessive pollution on our planet. Man has a desire to live a luxurious life and for that, he is over consuming electricity. He doesn't realize that overuse would exhaust the treasure. We must conserve electricity which is the need of the hour.

But this conservation can only be done ife start using solar power systems. Various kinds of solar systems like solar cookers, solar lanterns, solar heating and cooking system, solar water heater, etc., are available in the market.

These solar systems are non-polluting. They are economical and are available in different sizes. So, I request you to publish this letter in your newspaper to make people aware of the need of conserving electricity and limiting electricity bills. Public must pay attention to the dire need of switching over to solar energy.

Thanking you.  
Yours sincerely  
Divyansh

**1) You were a part of audience in a debate held in your school on 'Technology, Its**

**effects on modern life'. This set you thinking how the youth of today misuses technology .Write a letter in 150 words to the Editor of a newspaper on the dangers of such misuse and how it can be controlled.**

**Use the following notes:**

**Refer to the unit of science:**

Youth –easy prey to technology

Effects on health if misused

Waste of money and time

**2) You are interested in a short-term course in computer graphics during the holidays. Write a letter to the Director, Fortune Graphics Computers, inquiring about their short-term courses and asking for all the necessary details. You are Anuj/Anju of 28 A, Uttam Nagar, New Delhi.**

**3) You are awaiting your class X results. Meanwhile you would like to do a short-term course in personality development. Write a letter to the Director, Personal Care, Pune, inquiring about the details about the course. You are Akash/Akansha of 250, Shivaji Road, Pune.**