

INTERNATIONAL INDIAN SCHOOL BURAIDAH

Worksheet for the Academic Year 2024-25

CLASS: VII SUBJECT: ENGLISH

Email to the Editor

Informal Email

Q1. Write an e-mail to your cousin advising him how to use the internet.

Date : 3 March 20xx

From : Shankar@gmail.com

Subject: Using internet

To : kishu23@yahoo.com

Dear Kishu

I have heard about your love for internet. I agree that it is a very important and useful source of increasing our knowledge. However, I am afraid. We, the students treat it mostly for fun and entertainment. Not only this, we use it for giving all information about ourselves. When we do so, we are inviting trouble. I would suggest you that it should be used very carefully. Make it a point never to use the internet without informing your parents about what you intend to do. Second, it is very likely that you develop some sort of intimacy with some people while talking to them on the internet. Do not accept their invitation to meet you face to face. Personal information like your password or your bank account number are not the things of public use. Never disclose them.

Yours sincerely

Shankar

Q2. Write an e-mail to your friend giving him some tips telling him how to fight global warming.

Date : 3 March 20xx

From : roshnl@gmail.com

Subject: How to fight global warming

To : iishl@gmail.com

Dear Rishi

In your mail, I found you very anxious about the problem of global warming. I have some ideas about how to fight it.

Global warming means the warming of the earth's atmosphere. We must take steps to stop doing

things which contribute to this warming. First, we must at once replace our electric bulbs with CFL because the latter gives out lesser heat. We must use only energy efficient appliances like pressure cooker while cooking. We should use washing machine or dishwasher only when they can be used to their full capacity. We should plant as many trees as possible. The smoke from vehicles causes a lot of warming. Private vehicles should therefore be avoided. Public transport is the best way out.

Regards

Yours sincerely

Roshni

To The Editors

Q3. Write an e-mail to the editor of The Indian Express in about 100 words on the issue of the indiscriminate cutting of trees.

Date : 3 March 20xx

From : ajay@gmail.com

To : editorindianexpress@yahoo.com

Subject: Value of trees

Dear Sir

Trees and plants have a vital role in our lives. In truth, life is possible because the trees are there. They provide us with oxygen which is essential for our life. Besides, they also add to the scenic beauty. The green areas of the city are called its lungs. They control the atmospheric pollution. In summer, the trees give us comfortable shade. In winter, they supply us wood for fire which keeps us warm. During the rains, trees prevent soil erosion. The rain washes the fertilizing layer of the soil downhill. The roots of the trees bind the soil and landslides are prevented. The trees supply us timber which is essential for making houses and its furniture. Birds and even some animals get their food and shelter from the trees. The same trees provide human beings with fruits and herbs. So through your newspaper I ask the people and authorities to stop this indiscriminate cutting of the trees.

Yours sincerely

Ajay

Q4. Write an e-mail to the editor of a newspaper regarding the poor conditions of the government hospitals in Kolkata. Give your suggestions for improvement.

Date : 3 March 20xx

To : editorexpresswww.comindia

From : amit@10yahoo.com

Subject: The government hospitals

Dear Sir

Please permit me to bring to light the poor conditions of the government hospitals in Kolkata. Take the case of Lake city accident. Three people had been injured. I had to go there as I happened to know one of them. When the victims reached the hospital, no nurse or doctor could come to see them for about half an hour. They were admitted only after the doctor had seen them. Thankfully, the beds were also available at that time. But they were very dirty. This room had ten beds. Each of them was occupied by a patient and surrounded by at least six people more. Nobody was asking ; these well-wishers to leave the room. The doctor prescribed some medicines for my friend. I was told that the hospital didn't have them. The behaviour of the nurses was also rude. I would request the government to appoint more doctors and create more space for the patients. The medicines should be available in the hospital. Above all, one officer must be deputed to stop the corrupt and careless practices.

Yours sincerely

Amit

To School Authorities

Q5. Write an e-mail to the Principal of your school requesting him to give you one week's leave as your grandmother expired last night.

Date : 3 March 20xx

From : abhay@gmail.com

To : principalssecschool@3yahoo.com

Subject: Application for leave

Sir

Kindly grant me leave for a week as I shall not be able to attend my classes during that period. Today I have got a telephonic message from my home in Bihar. The message is that my grandmother has died last night. I have been asked to reach my home in Patna as soon as possible. So I am leaving immediately. I'll be able to come back when the last rites have been performed. This will be five days from now. If I start on the same evening. I shall reach here before the expiry of the week. So I request you to grant me leave. I assure you that on my return, I'll make up the lost time with my hard work

and help from my friends. I shall be grateful for your kind permission,

Yours obediently

Abhay

Business/Commercial

Q6. You purchased a colour television from M/s Diamond Electronics, Bhagirath Palace, New Delhi. Since the television is now not working properly, write an e-mail to the company asking for its replacement immediately.

Date: 3 March 20xx

From: ankit@yahoo.com

Subject: Replacing of the colour television

To: diamondelectronicn-delhi@5bsnl.com

M/s Diamond Electronics

Via receipt no. 161 dated January 3, 20xx, we bought a colour T.V. from your shop. In fact, it started troubling us from the day 1. When we reported the matter, you sent a mechanic. He replaced a certain part of the TV set and it started working. Some more trouble cropped up and each time you sent the mechanic who made some correction. However, we are now completely fed up with this set as it is not working again. We, therefore, request you to replace this set with a new one. This set, certainly, has some manufacturing defect which cannot be corrected.

An early action will oblige us.

With thanks.

Yours faithfully

Ankit

To Officials

Q7. The sanitary conditions of your locality are in a bad shape. Write an e-mail to the sanitary inspector.

Date : 3 March 20xx

From: roshanlal@yahoo.com

To : sanitarydept@yahoo.com

Subject: Bad conditions of the locality

Dear Sir

I wish to invite your attention to the insanitary conditions of Lajpat Nagar. It is so bad that I fear the

spread of several diseases.

There are heaps of garbage. Drains are blocked. While passing through the streets, people can be seen putting their handkerchief on their noses. Mounds of rubbish emit foul smell. I am afraid that if nothing is done quickly, a disease might spread.

I'll request you to send your people to clean the colony and visit it regularly. Only this can check it from becoming a vast garbage field.

Yours sincerely

Roshanlal