

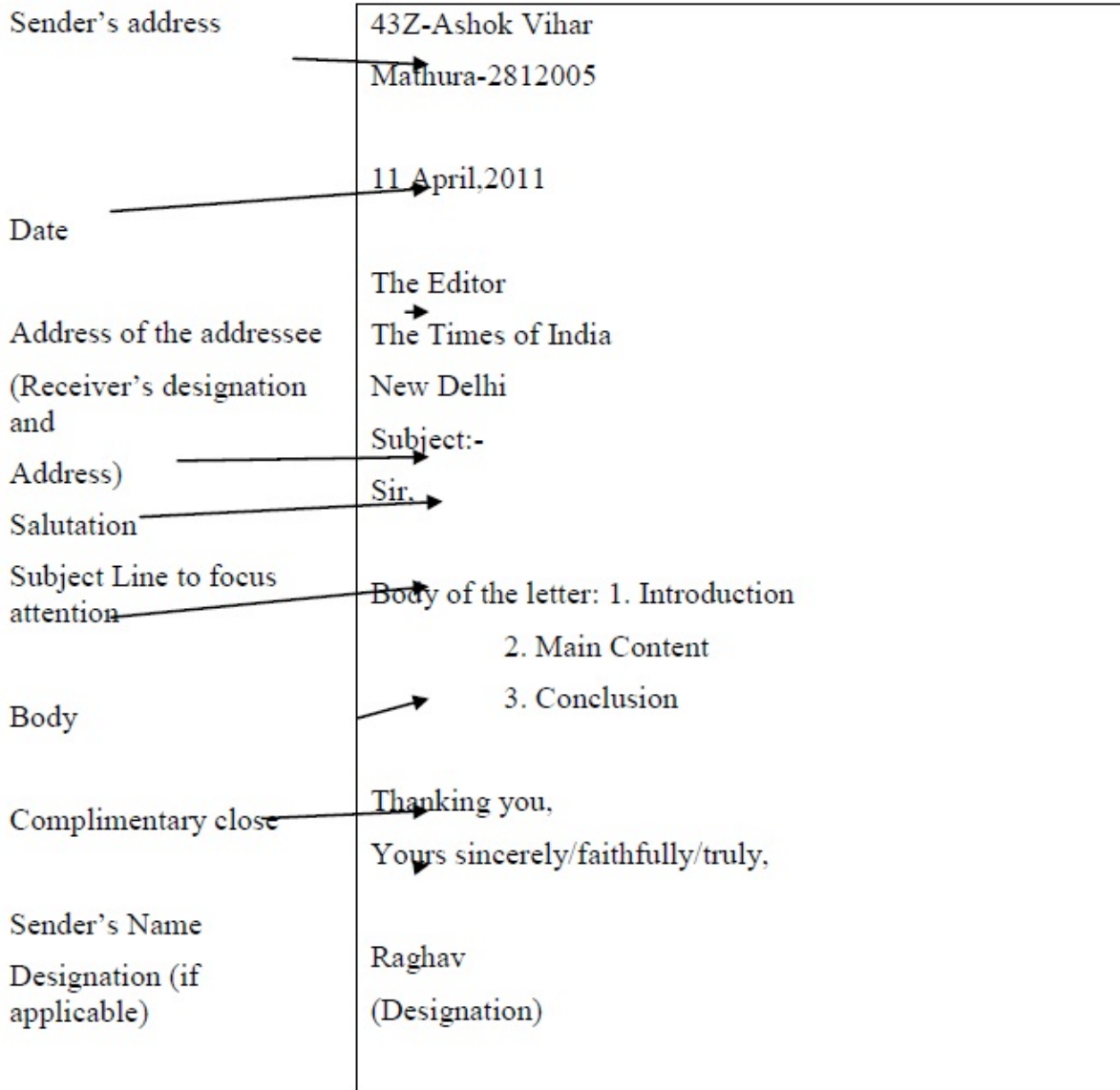
LETTER WRITING:

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-



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.