## International Indian school Buraidah

Worksheet for the Academic Year 2023-24

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-

Sender's address	43Z-Ashok Vihar
	Mathura-2812005
	11 April,2011
Date	
	The Editor
Address of the addressee	The Times of India
(Receiver's designation	New Delhi
and	Subject:-
Address)	Sir.
Salutation	
Subject Line to focus	Body of the letter: 1. Introduction
attention	2. Main Content
D. L.	3. Conclusion
Body	
Complimentary close	Thanking you,
	Yours sincerely/faithfully/truly,
C 1 1 1 1	
Sender's Name	Raghav
Designation (if applicable)	(Designation)
applicable)	(Designation)

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.