

Section B (Writing and Grammar)

Q1. You are Archana / Ashish, librarian, St. Francis Convent School, Jhansi 284001. Write a letter in 100-120 words to Pioneer Books Ltd., MG Road, Chennai, requesting them to supply books for your school library. Invent necessary details.

Ans.

St. Francis Convent School

Jhansi 284001

21.02.19

M/s Pioneer Books Ltd.

MG Road

Chennai

Sir

Sub: Order for books.

This is with reference to your quotation No. LB/10/18, dated 10th January, 2019 for the supply of books. We would like to place an order for the following copies.

Sl.No	Title of the books	Author	Quantity
1.	Pride and Prejudice	Jane Austen	12
2.	The Hound of the Baskervilles	Arthur Conan Doyle	12
3.	The Merchant of Venice	William Shakespeare	12
4.	Story of my life	Helen Keller	12
5.	Diary of a young girl	Anne Franke	12

We had been placing orders for books with you for the past five years. We would like to continue doing so even this year as stated above. Payment will be made after the consignment is received by the purchase committee of the school.

Further, please ensure books are in good condition. We regret to inform you that the whole consignment would be returned without any payment if books are damaged or if they do not meet the required standard.

Thank you.

Yours faithfully,

(ARCHANA)

2. Your mother is very upset about the negative impacts of advertisements on the young minds. Through glamorous and exaggerated presentations they lure the younger generation. You agree with her views. Write a letter in 100-120 words to the editor of a leading National Daily about the negative influences which such advertisements have on the minds of the people. You are Rohit / Reena of Gandhi Road, Gwalior.

Ans.

12, MG Road

Gwalior

21.02.19

The Editor

The Times of India

K.G. Marg

New Delhi

Sir

Sub: Adverse effects of advertisements on youth.

It is through this letter that I wanted to highlight the negative effects of glamorous advertisements on the young generation today.

Television is a very useful means of communication for both entertainment and acquiring knowledge. But the negative effects they have on the younger generation cannot be overlooked. Glued to the TV, computer or mobile, the glossy advertisements lure the young

minds. This thus makes them vulnerable as they cannot distinguish between the reality and fantasy. It influences their attitudes, ideas and behaviour which directly hooks them to the wrong path. They fall a prey for negative things like consumption of alcohol and tobacco. Many students even perform stunts which are dangerous for their lives as they might have been enacted by their favourite actors.

The imitation does not stop there. They even do their hair, dressing, mannerism, attitude or anything else on par with those in the advertisements which are away from reality. I hope the authorities concerned will ban the objectionable advertisements and play an active role in shielding the impressionable minds from falling a victim to the fantasy world.

Thank you.

Yours sincerely,

(ROHIT)

3. Write a letter in 100-120 words to M/S Pioneer Sports Pvt. Ltd., Nandan Pura Road, Bhopal, placing an order for sports items (minimum 5) to be supplied to your school, Blue Bells Public School, Civil Lines, Bhopal. Sign yourself as Rajeev / Riya, Sports Secretary.

Ans.

Blue Bells Public School

Civil Lines

Bhopal

21.02.19

M/s Pioneer Books Ltd.

Nandanpura Road

Bhopal

Sir

Sub: Order for sports items.

This is with reference to your quotation No. SD/11/18, dated 11th January, 2019 for sports items. It is with pleasure that I would like to inform you that your quotation for various sports items has been approved by our school Purchase Committee. Henceforth, we would like to place an order for the following items.

Sl.No	Items	Quantity
1.	Cricket kits	06
2.	Rackets	12

3.	Tennikoit rings	12
4.	Chess boards with pieces	12
5.	Skipping ropes	24

We had been placing orders for sports items with you for the past five years. We would like to continue doing so even this year as stated above. Kindly send us the bill after allowing a discount, i.e. 20% as agreed in our terms and conditions. Payment will be made after the consignment is received by the purchase committee of the school.

Further, please ensure goods are in good condition. We regret to inform you that the whole consignment would be returned without any payment if goods are damaged or if they do not meet the required standard.

Thank you.

Yours faithfully,

(RAJEEV)

4. You had bought a mobile phone from a reputable showroom in Mumbai but, after a month, it developed a serious fault. Write a complaint letter in 100-120 words to the Manager asking for an immediate repair or replacement of the same. You are Sadiq / Razia, 123, TT Nagar, Bhopal.

Ans.

123

TT Nagar

Bhopal

21.02.19

The Manager

Mobile Mart

Mumbai

Sir

Sub: Faulty mobile phone-repair/replacement required.

This is to bring to your notice that the mobile phone LG Nexes 5 , which I had purchased from your showroom on the 16th of January 2019 with the bill number MMcp23/19, has started malfunctioning. Its performance during the first week was wonderful. The problems cropped up one after the other in the following three weeks. I contacted the customer care service. They are responding to my calls but without any proper solution

saying that the person responsible would be on the line soon. I wait for at least twenty minutes and switch it off as no one comes on line.

I had been disappointed with the quality and services rendered by your showroom. Since it is still in warranty period, I request you to look into the matter personally and get it repaired or give me a replacement at the earliest.

Thank you.

Yours sincerely,

(RAZIA)

Enclosures:

1. Photocopy of Invoice
2. Photocopy of Warranty Card.

5. Man is becoming the victim of nature's fury be it the devastated Kerala or massive landslides in Uttarkhand and Himachal Pradesh. This is all due to his greed rather than his need. Write a letter to the editor of a national daily in 100-120 words expressing your views for the same and the importance of afforestation to prevent natural calamities.

Ans.

B-8/123, Sector 11

Preeth Vihar

Delhi

21.02.19

The Editor

The Hindustan Times

Kasturba Gandhi Marg

Delhi

Sir

It is through the columns of your esteemed newspaper that I would like to draw the attention of one and all to the deteriorating environment and the resultant increase in the occurrence of natural calamities.

Man, with his greed has brought upon not only on himself but also on all the living creatures the wrath of nature. Man thinks that he does not have any alternatives rather than disturbing the ecosystem. The fury of devastating Kerala or massive landslides in the Northern India, all are

the results of the disturbing ecosystem which are directly proportional to the damage that we human beings have caused and the returns that we get from Mother Nature, with thanks.

Be it the floods of catastrophic dimensions that ravaged Kerala recently or the landslides in the Northern India, both have brought into sharp focus the all-round ecological destruction caused by human interference. Trees have been uprooted and are replaced by a cemented jungle in the name of development.

Landslides and floods cause disturbance both socially and environmentally. Property damages, injuries, and death are inevitable then. The damages remain constant even after its occurrence, for example, water supplies, sewage disposal systems, forests, dams, and roadways can be affected for years. One of the quickest and easiest ways to prevent a landslide or floods is to vegetate the area, use CNG vehicles, practice organic farming and the race for hoarding nuclear weapons should be stopped altogether.

Natural disasters may never be prevented entirely, but the least we can do is avoid turning natural disasters into man-made ones through a lack of knowledge and negligence.

Thank you.

Yours sincerely,

(XYZ)

6. You are interested to join a swimming club of repute in your town. Write a letter in 100-120 words to the secretary, College Square Swimming Club, Kolkata, enquiring about the details of the club. You are Monalisa of 143, Palm Avenue, Kolkata.

Ans.

143, Palm Avenue
Kolkatta 700201

21.02.19

The Secretary
College Square Swimming Club
Kolkatta 700201

Sir/Madam

Sub: Inquiry about membership in your Swimming Club

I came across your advertisement in the Hindu newspaper yesterday. I am interested in learning to swim. It gave me immense pleasure to learn that you are open to offer membership. Hence, I would like to know the details about the membership of your club.

I am studying class ten and I wish to pursue swimming under a good coach. I would like to know about the fee, in particular if there are any concessions if it is paid for the whole year. What are the timings of the coaching? Is there any flexibility for any members if they opt for it? How much is the fee then? I live a little away from the city where there is no

conveyance facility in the mornings. Is there any transport facility provided if there are more than ten students from our locality?

Please furnish me with all the required details to the above mentioned address.

Thank you.

Yours faithfully,

(MONALISA)