

Letter Writing

classmate

Date 14/3/22

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* Write a letter to an editor of national daily in about 120 words about the improvements due to science and technology.

A) 15-A Green Enclave
Main Road
New Delhi

14 March, 20XX

The editor

The Times of India

New Delhi

Subject: Improvements due to science and technology.

Sir,

Through the columns of your esteemed paper, I wish to express my views on improvements in our life due to science and technology. Our life has been improved so much by science and technology.

Every aspect of our life has been improved by science and technology. Our food, water, clothes, houses, rooms, communication, entertainment, health etc. have been improved by science and technology. Science and technology keeps us safe from natural calamities by weather forecast. If we fall ill, we get again through proper diagnosis and medication. All type of information is available to us through internet. Science and technology have made our travelling very fast and secure.

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Science and technology are being a great invention of human world but on other hand it is producing a very harmful impact over the mindset of the people. People are found to be distracted, which they can utilise for some great that can contribute in the growth of the country. Hence, I wanted to grab your attention in such matters and would like to please print an article on it so that people could become aware of such things and can improve themselves for their bright future.

Thanking you.

Yours faithfully

(A concerned citizen)

* Objective questions of letters:

1) If you are writing a job application letter but you haven't been given a named contact. How do you sign of your letter.

A) Cheers

B) Yours faithfully.

C) Yours Sincerely

D) Good Bye.

2) When you are writing a formal letter, what information you might need.

A) Dates

B) Names

C) Contact Details

D) All of these

3) If you are writing a complaint letter to your local council, what is the best way to end the letter.

A) Hope all is well

B) I look forward to hearing from you as soon as possible.

C) Send someone around here now

D) Solve my problem first.

4) If you are writing a complaint letter to the housing done because your repair has not been dealt, how would you start your letter.

A) I am sick of this council

B) If you don't get out here quickly, I will call my M.P

C) I am writing to report a problem with my bathroom.

D) This department is lazy.

5) What is the missing word in this sentence.

(i) I am waiting with _____ to my application.

A) Regard

B) Relate

C) Account

D) Connection

6) When writing a formal letter you think who you are writing to. What else is important.

A) Why you are writing.

B) What you need to tell the reader.

C) What you want the reader to do.

D) All of these

7) When you are writing a formal letter to the company, what information do you include?

A) Your address

B) Both your address and the company's address.

C) Your date of birth

D) Your Aadhaar number

8) In a formal letter, what is the name given to the address and date at the top.

A) Starting

B) Closing

C) Body

D) Heading

9) In order to have a desired effect on the recipient, how should a formal letter be.

Ordering letter:

- * Write an ordering letter for computers and their accessories.

DIPS School,
Robini
New Delhi

8 April, 20XX

The manager,
Apple Inc
126 Nehru Place
New Delhi

Subject: Placement of order for computers and their accessories.

Sir/Madam,

This is with the reference to the quotation no; DIPS101 dated on 23 March 20XX. Our management has decided to place an order with your company for the supply of computers and computer accessories. The list of items is given below. All the products should be genuine. The price quotation submitted by your agents has been approved and the

institutional discount of 10% offered by you has been accepted.

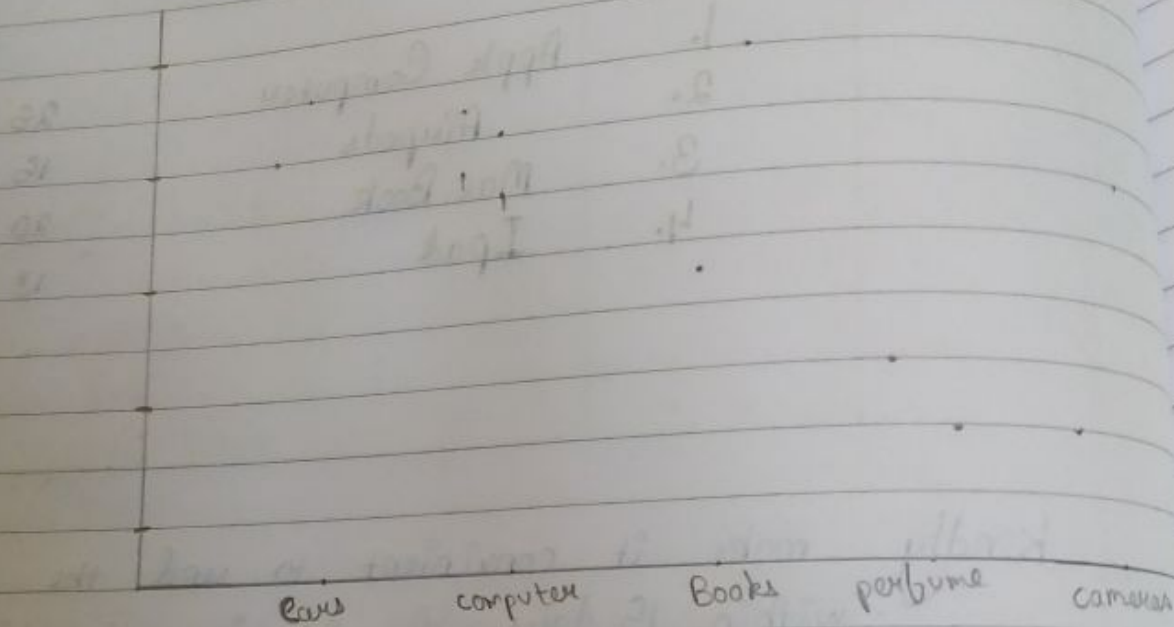
| S.No | List of items | No. of items |
|------|----------------|--------------|
| 1. | Apple Computer | 25 |
| 2. | Airpods | 15 |
| 3. | Mac Book | 20 |
| 4. | Ipad | 18 |

Kindly make it convenient to send the delivery within 15 days of the issue of this letter. I am sure that proper packing of the computers will be taken care of and any responsibility for the damage caused during transportation shall rest with you. I hope future repairs and maintenance of the items will also be provided by you promptly and satisfactorily. The payment will be made through a cross cheque through your agent within a month of delivery.

Thanking You

Analytical Paragraph

* The chart shows the expenditure of two countries on consumer goods in 2010.



The chart illustrates the amount of money spent on 5 consumer goods, (cars, computers, books, perfume, cameras) in France and UK in 2010, units are measured in pound sterling. The expenditure of the UK was higher than that of France. Both France and the British spend most money on cars while in the UK the least amount of money was spent on perfume compared to cameras in France. In terms of cars,

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the UK spent around €460,000 sterling pounds on this as opposed to exactly £400,000 in France. The expenditure on Books in the UK was higher than in France (About £400,000 and £300,000 respectively). In the UK, expenditure on cameras just over £350,000 was over double that of France while was only £160,000. On the other hand, the amount of money paid out on the remaining goods was higher in France. About £350,000 was spend by French on computers which was slightly more than british who spent exactly £350,000. Neither of the countries spent much on perfume which accounted for £200,000 of expenditure in France but under £160,000 in the U.K. Overall, both the countries spend more on main commodities than on least important commodities.