

Tajinder's English Classes

Your Dreams Our Passion

Set - 1

QUESTION 1

You have been treated badly by a railway official while travelling by rail. Write a complaint to the station manager of the concerned railway station on the following aspects –

- Details of the train and ticket
- The incident
- Possible ways to bring the employee to book

QUESTION 2

You couldn't return some of your library books in the time. Write a letter to the librarian explaining the following in the letter –

- The due date of the books
- Reasons for not returning the books on time
- Possible ways of not getting penalized

QUESTION 3

You are a hostel resident. You broke furniture in your room. Write a letter to the hostel authority explaining the following –

- The circumstances under which you broke the furniture
- Apologize for the act
- Possible ways of not getting penalized for the act

QUESTION 4

Your bank account is showing ten thousand dollars less in your balance. Write a letter to the manager. In the letter write the following:

- Your account details
- The matter
- The matter possible remedy

QUESTION 5

Your son was badly treated by his classmate and no action was taken by the teacher concerned on the incident. Explain the situation to the principal. Explain the following in the letter –

- Student detail of your son
- The incident
- Possible measure

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QUESTION 6

There are frequent powercuts in your colony. Write letter to the electrical engineer of your locality. In the letter include the following –

- The frequency of power cuts
- The problem faced by the residents
- Possible remedies

QUESTION 7

Your wallet was pick pocketed. Write a letter to the police authority explaining the following –

- Where it happened
- The contents of the wallet
- Possible measure to be taken by the police authority

QUESTION 8

You have moved in a new apartment. There has been a series of water supply failures in your flat. Write a letter to the concerned person of welfare association of your locality explaining the following –

- The flat you live in and the frequency of water supply failures
- The problem faced
- Possible measure that could be taken by the welfare association

QUESTION 9

You are out of your town with your family. You got a message from your friend abroad to receive him at the airport and to let him stay in your house for a couple of days. Write a letter to one of your neighborhood friends requesting him/her to pick your friend at the airport and let him/her stay at your house. Explain the following in the letter –

- Your personal problems of not being in town
- The flight and date of arrival
- Some request that your friend get a comfortable stay