

Q1

The Principal,
Government Collage,
A.B.C.

Sir,

I am writing to inform you about a health issue I am currently facing that requires medical attention. My doctor has advised me to take some time off to focus on my recovery and ensure my condition does not worsen. I kindly seek your understanding and approval for leave for three days.

During this period, I will do my best to stay connected with my studies and keep up with any assignments or lectures through the help of classmates and available resources. I am committed to ensuring that my temporary absence does not impact my academic progress, and I will take every possible step to catch up once I return.

I sincerely apologize for any inconvenience caused by this request and appreciate your kind support. I have also given all the details and documentation that are needed. I am grateful for your consideration and understanding in this matter.

November 18, 2024.

Yours obediently,

X.Y.Z.

Q2

1.Eligible: He was not eligible for the job .

1.Illegible: His handwriting is not illegible.

2.famous: He is famous for his work.

2.notorious: He was a notorious gambler.

3.guilt: He felt no guilt for what he did.

3.gilt: He gave me a gilt ring.

4.further:He stood at the further end of the room.

4.farther:He was going no farther in his studies.

5.hail:She told him to hail a carriage.

5.hale: He was hail and hearty.