

### CHAPTER 6 LETTER WRITING

#### **SOLUTIONS**

#### **OFFICIAL LETTER (FORMAL LETTER)**

### **Example 1 - Official letter (formal letter)**

Q.1. You are Reema of Thoubal. You are interested in doing a short term course in Manipuri Traditional Dance. Write a letter to the Principal, Dance College, Imphal asking about the duration and terms and conditions for admission.

Ans:

Thoubal, Manipur 2<sup>nd</sup> May, 2020

To
The Principal
Dance College, Imphal

Subject: Information about a short term course.

Sir

I have come to know that your College provides class for different dance courses. I have recently appeared in the BSc. Final exam and I am very interested in doing a short term course in Manipuri Traditional Dance.

Please inform me about the duration, fees as well as terms and conditions for getting admission to the said course.

Thanking you

Yours faithfully Reema



### **Example 2: Business letter**

Q.2. Write a letter to the manager of John Bros & Co (Publisher) Ltd, Delhi, ordering some books. Sign yourself as Tomba Singh of Wangkhei Tokpam Leikai.

Ans:

Tokpam Leikai, Wangkhei 1<sup>st</sup> June, 2020

To

The Manager

John Bros & Co Ltd.

Delhi

**Subject: Order for Books** 

Dear Sir

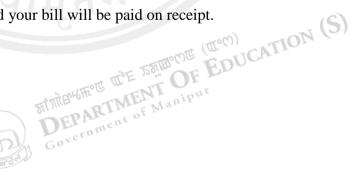
I shall be grateful if you will send me a copy each of the following books by V.P.P at your earliest convenience.

- i) Higher English Grammar and Composition
- ii) Let's learn English: Literature Reader for class X

Please send them to the above address and your bill will be paid on receipt.

Yours faithfully

Tomba Singh





#### **Example 3: Letter to the Editor**

Q.3. You want to write a letter to the editor of the newspaper 'Manipur Mail' asking the people of Manipur not to throw waste materials in the public places. Sign yourself as Daniel of Kakching Mamang Leikai.

Ans:

Mamang Leikai, Kakching 10 July, 2020

To

The Editor

Manipur Mail

**Imphal** 

Subject: Waste materials in public places.

Dear Sir

Through your esteemed column, I would like to draw the attention of the people of Manipur who throw waste materials in the public places. It is a bad habit. We should take care of our surroundings and keep it clean.

Let us not spoil the beauty of our surrounding with our carelessness. We must preserve it by being conscious of our responsibility.

Yours faithfully

Daniel



## **Example 4: Job application**

Q.4. You are H. Manoj of Keishampat. Write an application to the Principal, Public School, Imphal in response to an advertisement for the post of Primary Teacher in that school.

Ans:

Keishampat, 1<sup>st</sup> June, 2020

To,

The Principal Public School Imphal

**Subject: Application for the post of Primary Teacher** 

Dear Sir,

I wish to apply for the post of Primary Teacher in your school which was advertised in Manipur Mail. I have the desired qualification and experience for the said post.

I hereby attached copies of my certificates and my bio-data.

If selected, I shall try my best to discharge my duties honestly and devotedly.

Thanking you.

Yours faithfully,

Manoj

**BIO-DATA** 

Name:

Father's Name:

Address:

D.O.B (date of birth):

**Educational Qualification:** 

Marital status:

Language known:

Experience:

Hijam Manoj

Hijam Tomba

Keishampat

3/3/1985

B.A.B.Ed.

Married

Manipuri, Hindi, English

Taught for 2 years in Mary Primary

EDUCATION (S)

School.



# **Example5: Letter of Complaint**

Q.5. You are I. Tomchou Singh of Singjamei Chingamakha. Write a letter to The Electricity Department, Manipur complaining about irregular supply of electricity in your area since few days.

Ans:

Chingamakha, Singjamei 1<sup>st</sup> April, 2020

To

The Chief Engineer

**Electricity Department** 

Manipur

Subject: Complain for irregular electricity supply.

Sir,

I am writing a complaint about the irregular supply of electricity in our area since few days. We are facing a lot of problems. I lodged a complaint in the office. But so far nothing has been done. Kindly look into the matter and please try to supply regular electricity to the customers DE EDUCATION (S) as soon as possible.

Thank you.

Yours faithfully

I. Tomchou Singh



## I. Informal Letter:

Q.1.

Informal letter are the type of letter that we write to our friends, relatives or family. In informal letter, the language is casual.

Format of Informal Letter		
	Sender's Address Date	
Salutation/Greeting		
(0.2)	Body of the letter	
	Sender's signature	
Receiver's Address.		
	a letter her daughter Shanta in Jiribam to work hard for oduce the probable form of letter.	
Ans:	Uripok	
	1 <sup>st</sup> February, 2020	
to tell you some important things a It is one of the most important ex- achieve the best. I hope you must	me weeks since I have not written to you. Today, I am going about your coming HSLC Exam.  ams you are going to face. So, I want you to work hard and be preparing really well for the exam. Study regularly and do hes and blessings are always with you.	
	Yours lovingly	
To R.K. Shanta Jiribam Manipur	R.K. Shantilata	



## Example2:

Q.2. Let Jonathan of Saparmeina write a letter to his friend Rocky in Shillong describing the condition of his village. Reproduce the probable form of letter.

Ans:	Saparmeina, 2 <sup>nd</sup> May, 2020	
Dear Rocky,  How are you, my dear friend? I hope you are doing well. Today, through this letter, I am telling you the condition of our village, which has changed a lot.  If you happen to visit our village you would not be able to believe that it was once a very under-developed village. The condition of the road is very good and the maintenance of electricity and water supply is up to the mark. The village looks more beautiful and clean.  So if you get time, please visit our village soon.		
	Your friend,	
	Jonathan	
To, Rocky Shillong	POSTAGE STAMP	
DEPARTMENT OF Manipur Government of Manipur	CATION (S)	
DEPARENT OF IT		

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