

SECTION B: WRITING AND GRAMMAR

FORMAL LETTER WRITING - LETTER TO THE EDITOR

Purpose of the letter:

- To express one's opinion on a wide range of issues
- To express and share one's observations and views in a public forum, for example a magazine or a newspaper

Language of the letter:

- Formal language must be used
- Repetition of ideas must be avoided
- Sub paragraphs should be used in an organised way
- Personal outlook must be included but biased language should be avoided
- Word limit must be kept in mind

Format:

Sender's address

Date

Address of the addressee

Dear Sir/Madam

(Subject: _____)

Body of the letter (in 3-4 paragraphs)

1. Statement of the problem (Introductory)

2. Causes of the problem

3. Outcome of the problem

4. Suggestions/remedies

5. Conclusion

Yours faithfully/Yours sincerely

Sender's name

SAMPLE FORMAL LETTER

Question: You are Saurabh Srivastava, a resident of Defence Colony Bagdogra, Siliguri. Your colony is facing the severe problem of supply of inadequate and poor quality of tap water. You decide to express your views and make the authorities aware of the situation by writing a letter to the Editor of The Siliguri Times, Siliguri. Write your letter in about 150 words.

Answer:

LETTER TO THE EDITOR

Defence Colony
Bagdogra

15th April 2016

The Editor
The Siliguri Times
Siliguri

Dear Sir

Subject: Inadequate and bad quality of water supply.

Through the columns of your esteemed newspaper, I would like to draw the attention of the civic authorities to the bad quality and inadequate supply of tap water in our locality.

It is unfortunate that the local civic authorities do not take care to provide the citizens with even the basic amenities such as proper and adequate water supply. In our locality, water is supplied only for three hours in the morning. For the rest of the day the taps remain dry. Also, the quality of supplied water is poor. It is unhygienic and contaminated. There have been cases of water borne diseases like diarrhoea and dysentery. It is highly expected that these diseases may break out in form of epidemic if the problem is not properly addressed.

It is expected that instead of ignoring the issue, the authorities concerned will take immediate steps to ensure supply of adequate and good quality of water in our locality so that we citizens are able to live a disease free and stress free life.

Yours faithfully,

Saurabh Srivastava

ADDITIONAL QUESTIONS ON LETTER TO THE EDITOR

- Q.1.** Write a letter to the Editor of a newspaper expressing your views on the importance of saving water as you have seen people wasting water carelessly on one hand and on the other hand people fight for a single drop of water and farmers die because of drought. On the basis of the ideas reflected in MCB unit Environment and your own ideas write the letter.
- Q.2.** Recently you read a report on increasing stress level among the younger generation and you are very disturbed with the scenario. You decide to write a letter to the Editor of a newspaper expressing your concern and also about some measures which can be adopted by the youth to overcome stress. On the basis of the ideas reflected in the MCB unit Health and Medicine and your own understanding write the letter to the editor.
- Q.3.** Recently you came across a newspaper article depicting diversity of India as its greatest identity. After reading the article you are inspired enough to write a letter to the Editor of a newspaper expressing your views on the importance of maintaining unity and integrity for the growth of the nation.
- Q.4.** Recently, you got an opportunity to meet some courageous girls, who, despite serious opposition from their families, continue their education. This has made you feel both proud and concern about these girls and you decide to write a letter for the Editor of a newspaper emphasising upon the need to promote girl child education. Add up your own ideas to the ideas reflected in the MCB unit Education and write the letter to the Editor.
- Q.5.** A survey reveals that most of our health related problems are due to our over fascination with modern gadgets like smart phones, lap tops, television and video games. The findings of the survey compel you to share your views on the issue and you decide to write a letter to the Editor of a newspaper. On the basis of your understanding of the MCB unit Science and your own understanding write the letter.
- Q.6.** There is a 'Divyanga' (Physically Handicapped) child in your class and every day you watch him very closely. You appreciate his efforts and enthusiasm, but you find some of your classmates making fun of him regularly and you try to make them realise their insensitivity but they don't change their ways and means. This has provoked you to write a letter to the Editor of a newspaper expressing your views on the need to be respectful to every individual including the specially abled ones.
- Q.7.** You observe that most of your class mates bring fast food items as part of their school tiffin and even some of them regularly suffer from one disease or other but they keep on bringing fast food. You wish to make parents of such children aware of

the harms of the fast food and so you decide to write a letter to the Editor of a news daily. On the basis of the ideas represented in the MCB unit Health and Medicine and your own understanding of the problem write the letter.

Q.8. Your friend studies in a school where there is no play-ground and also no facility for sports and games. He has to stay in his class room throughout the day. You feel about your friend and decide to write a letter to the Editor of a newspaper emphasising upon the need to have play grounds and other sports facility in schools as they help in the all-round development of an individual.

ARTICLE WRITING

Articles and speeches express the personal opinion of the writer and present information on a variety of themes.

FORMAT:

1. Write the HEADING/TITLE at the top.
2. Write the name of the writer below it.
3. Split your subject matter into 3-4 paragraphs.
 - (i) Paragraph-1: Introduction-briefly tell what the Article is about, giving some startling fact or quotation to arouse interest.
 - (ii) Paragraph-2&3: Develop the cause and effect of the problem. Give example to support your views. Compare and contrast.
 - (iii) Paragraph-4: Conclusion. Briefly offer suggestions and solutions to improve the situation. Predictions and personal observation may be included.
4. Systematic presentation of ideas is a must.
5. Pay attention to grammatical accuracy and use of good vocabulary.
6. Use sentence linkers to ensure continuity- e.g. firstly, finally, moreover, etc.
7. Remove irrelevant information and repetition.
8. Follow word limit (150-200 words)

Write a good ending:

In an article, it's better to give the readers something to think about, perhaps by asking them another question or giving them a call to action. Often, the best endings link back to the starting point in some way. Use of quotes, slogans, couplets may be incorporated as per the requirement and relevance.

Common mistakes students make in articles

- The language is too formal and more suited to essays. Avoid words like: to sum up, some people say, nevertheless, on one hand etc.
- They don't use quotes or examples.
- They either use not enough, or too many, questions. The questions, called rhetorical questions because they don't require an answer, shouldn't be more than one per paragraph. Some examples are:
 - Have you ever?
 - What do you think about?
 - Are you one of those people who think that?
 - What would life be like if?
 - Will the future bring us ?
- A direct, rhetorical question in the first paragraph will make readers want to find out the answer.
- Manage time while writing an article. You should not cross the word limit and spoil your precious time.
- Use **CODER** to finally write your article. (Explained in the MCB of Class – IX)

DISTRIBUTION OF MARKS: (5 marks)

FORMAT: (Title & writer's name) 1 mark

CONTENT: (2 marks)

FLUENCY AND ACCURACY: (2 marks)

(Grammatical accuracy, appropriate words and spellings
Coherence and relevance of ideas and style)

SOLVED QUESTION:

Women walk long distances to fetch water in certain parts of the country. There is not only scarcity of water but water in most places is also contaminated. Using the hints given below together with your own ideas, write an article in about 125 words on the scarcity of clean drinking water, suggesting ways to improve the situation.

- Scarcity of clean drinking water
- Women travel long distances in certain areas like Rajasthan and Gujrat to fetch water
- Contamination of water
- Linking rivers
- Awareness of clean drinking water habits
- Water harvesting/water conservation

Water: Lifeline of life

By: XYZ, Class X

Water is the biggest crisis facing India in terms of spread and severity. With 20% of the world's population, India must meet its water needs with just five percent of the globe's available supply. The situation has reached the nadir because of dwindling water-supply, rapidly rising population and changing lifestyles.

Groundwater, which is the main source of drinking water, has been heavily overused. Moreover, it is polluted due to overuse of pesticides and chemicals in agriculture. River water, too, is contaminated and rendered unfit for drinking, due to discharge of effluents from industry and domestic sewage.

To provide permanent relief against water woes, the government must prepare a concrete plan of action. Awareness drives to educate users about water use should be carried on. Rain water, a free source of nearly pure water, must be harvested. The bitter irony is that large swathes of the east and northeast are flooded annually, killing hundreds and displacing millions, but schemes to link- rivers that would relocate the water to where it is needed the most have remained only on paper. These schemes should be implemented without delay.

Only a healthy nation can make a headway and it is imperative to make every serious effort to make its citizens healthy and fit. This can only be possible if a concerted effort is made with gravity.

ADDITIONAL QUESTIONS

Q1.Over the past few years there has been constant rise in Coaching Institutes and private tuition centers all over India .Write an article in about 150-200 words highlighting the exploitation of young minds that seek sincere counseling and proper direction. You are Mahesh/Mita a student of class IX of KendriyaVidyalaya, BHU Varanasi.

Q.2. Students spend a lot of time in front of the TV. They watch advertisements selling various consumer products targeted at children. As a result, children demand the clothes, shoes, food etc. advertised on the TV.

TV Advertisements and Children

A flood of new TV advertisements leaves no doubt that children are a major focus of advertisers. In April-May of 2002 an estimated 35% of all TV ads were using children to attract consumer interest and a large proportion were targeting the child viewer specifically.

According to our findings, almost 75% children in 8-15 age group say they want to own products advertised on TV. Asked to name their ten favourite ads, they named detergent and even airline ads rather than ads for toys, games, sweets or food products.

Using the information provided here and using your own ideas, write an article for school magazine in about 125 words.

Q.3.You are Upasana Dutta, President of 'Save the Child Foundation'. You are a social activist working for the welfare of children in the developing world. As you travel to many developing countries, you have collected the following facts and then you decide to write an article to highlight the problem related to childhood. Using the information given below and your own ideas, write the article. (word limit: 100 to 120 words)

Lost Childhood

FACT SHEET

- In the developing world, more than one in three children do not have adequate shelter, one in five children does not have access to safe water and one in seven has no access to health services.
- As many as 120 million children, majority of them girls, do not attend school.
- Two million children under the age of five die every year because they are not immunized with routine, commonplace vaccine.
- If just 0.5 percent of global military spending were diverted to immunization, every child in the world could be immunized for the next decade.

Q.4.While reading the newspaper, the following news item caught your attention.

Cut out the junk food

Juhi Singh

Lucknow, 25th July 2016

More worrisome than addictions like cigarettes, alcohol, drug abuse or even excessive tea or coffee which would earn a social frown, junk food addiction not only has the sanction but it is not even considered worthy worrying about. Yet this addiction to junk food is a habit that invites a host of diseases ranging from obesity, diabetes, heart disease, cancer, arthritis, lethargy, anaemia and depression among others. The problem is that the onset of this addiction is very slow, almost like, committing slow suicide, a little bit every-day.

Using the information given above and adding up your ideas write an article for your school magazine on junk food addiction, sharing your concern. Remember, you are Jiya/Jay, the School Captain of your school. (word limit: 100-125 words)

Q.5.You are Sachin/Saumya, a student of AMA School, you are assigned a lot of home-work. This makes you feel tired and depressed and you are not able to do out- door activities. Write an article on the consequences of excessive home- work, using your own ideas and the information which you have got in the MCB unit 'Education'.

Q.6. India, as a tourist destination, has been attracting foreign tourists but incidents like misbehavior and misconduct with them have created a bad impression about our country. You feel concerned about it and decide to write an article about how can we, as true citizens of the country, help in improving the image of the country. By using your own ideas and the ideas shared in the MCB unit Travel & Tourism, write the article.

Q.7. The greatest strength of our country is our unity amidst diversity. In the present world environment it is important to strengthen the unity of the country and so you decide to write an article on the need of standing united as a nation. Using your own ideas and the information shared in the MCB unit- 'National Integration' write the article in about 100-125 words.

Q.8“ **BETI BACHAO, BETI PADHAO** “ is a tri-ministerial effort that aims at empowering the girl child. Despite sustained social mobilization and awareness campaigns, the drop-outs of girls in school education is truly a discouraging one. Write a letter to the editor of National Daily highlighting the problems plaguing girl child education.

Q.9 How much touted campaign “ **Make in India**” launched by our honourable prime minister will provide employment opportunities to millions of Indians. It compels the innovations in science and technology. Write a letter to the editor highlighting the salient features of this campaign.

Q.10 Tourism is an industry which not only generates foreign revenue but also creates a plethora of employment opportunities. In spite of having rich treasures of historical heritage, India is lagging behind in projecting itself as a global tourist destination. Write a letter to the Editor of a National Daily about the reasons for the grim state of tourism and suggest ways and means to promote tourism.

Q.11 India is one land embracing a multitude of castes, creed, color, conviction, culture, cuisine, costume and customs; yet we are one. The real strength lies in its unity in diversity. India is celebrating its diversity, but each part, each region, each state is constantly working for the unity and integrity of the nation. Write an article for the school magazine “I love my India”.

Q.12 India is the victim of recurring terrorist attacks. Attack on Taj Hotel in Mumbai,- Parliament House- Akshradham in Gujarat- Lumbini park in Hyderabad- and recent Pathankot attacks. It is clearly understood our country is very much prone to terrorist attacks. Hence Government and people should work in tandem to protect the Nation. Vigilant citizen can avert major tragedies'- You are asked to speak in the morning assembly on the topic “ the role of youth in combatting terrorism” .

STORY WRITING

A short story is a work of fiction and it usually focuses on one plot, one main character and a central theme. Short stories contain underlying themes that teach children to draw broader conclusions and to think on a wider level.

Main points related to story writing:

- Title- The title of the story must be interesting and it should evoke curiosity.
- Planned and logical series of events must be reflected and the events should not deviate the story from its theme.
- There must be an interesting theme of the story which is the controlling idea of the story.
- The depiction of the characters must be interesting and convincing. Characterization is an important part of story writing. If the writer wishes to show someone to be very good, the goodness of the character must be felt by the reader.
- Language of the story must suit the story. It should be as per the setting of the story.

STORY WRITING (FOR PRACTICE)

Complete the following stories: (150 to 200 words)

- Q.1.** Anuj had gone on a holiday for one month and when he returns, he turns the key in the lock and opens the door. To his horror, he finds.....
- Q.2.** It was festive time. There was a lot of excitement in the air. The sound of crackers could be heard all around. Shashi was enjoying it every bit. But all of a sudden.....
- Q.3.** Ravi is excited as he is going to his favourite place Darjeeling. It is his lifetime wish to be there. Before starting the journey, he ensures that he hasn't forgotten anything. He gets into the train, settles in his seat and looks around.....
- Q.4.** Raj wishes to be a champion footballer, so what if he is poor and his parents can't get him admitted in any football academy. He will realise his dream one day but how.....
- Q.5.** Kiran fills up the form to get admission in Air Force but how her parents will react once they come to know about it. After all she belongs to a traditional family which