

## Writing Skills

### 1. Letter – Formal and Informal Reading

- A. Read the different types of letters given below and answer the following questions –

Jain Book Distributors 6, Chaura Rasta, Jaipur		Tel: 0141-28375290 Fax: 0141-28375291
Telefax Transmission		
To: Oxford Books Ltd. Re: Order for Rajasthan and Haryana FAO: Mr Ranjit Sahney Dear Mr Sahney	Date: 10 Nov, 2015 Pages: 3 inclg	
Thank you very much for sending us all the titles in our order No. RJP12531. I am faxing the completed form for commerce and Management titles that should reach us by month end latest. I am going to post the order this afternoon so you should receive it later this week. I look forward to hearing from you soon.		
Yours sincerely Ramesh Gupta		

- B.

Fri, 05:30 PM	
Mohit called. Staying at Mount Point, room 342, Tel: 0141-2274034. Call her back.	
Bhuvnesh	

C.

Date: Thurs, 11 Jan, 2016 17:19:19 +05:30  
From: Mohit Agrawal ([mohitag11994@gmail.com](mailto:mohitag11994@gmail.com))

**Subject:** Hope to see you soon.

X – Originating – IP: [203.122.14.133]  
X – Sender: [arunasharma99@rediffmail.com](mailto:arunasharma99@rediffmail.com)  
To: Aruna Sharma ([arunasharma99@rediffmail.com](mailto:arunasharma99@rediffmail.com))

Aruna

I am in town till Sunday morning. I rang and left a message but wasn't sure you would get it. I'm staying at Hotel point, room 342, Tel: 0141-2274034. Can we have dinner Fri or Sat night? Have meetings and conferences through the day. My new cell no. is 09834251734. We could eat at the hotel but would not mind getting out for a while. Get in touch asap so that I may plan ahead.

Let's Meet!

Mohit

D.

Tarun Prakash  
21/2, Vivek Vihar  
Ajmer  
12 Nov, 2015

The Principal  
Maharaja Agrasen College  
University of Delhi  
Mayur Vihar, Delhi – 110006

Dear Sir/Madam,

This is in response to the advertisement in the Times of India dt. 5 Nov, 2015 for a teacher's position in History.

I completed my B.Ed from regional College, Ajmer, MDS University in 2014. I have also worked as a part-time teacher in Shivaji School for around six months.

I shall be grateful if you could consider my application for the post of teacher in history in your school.

Yours faithfully  
Tarun Prakash

- (i) Which of the four letters given above is
- a note?
  - an email?
  - a covering letter for an application?
  - a covering letter for a fax?

- (ii) Which of these are formal and which are informal?

Now, here are the rules about writing letters:

- ÷ There are three parts to every letter – the superscription, the body and the subscription.
- ÷ The superscription comprises the name and address of the place from where it is written, and the complimentary address of the person to whom it is written.
- ÷ The body contains the main information to be conveyed.
- ÷ The subscription is devoted to the closing address, the name of the writer, etc.

When we begin a letter with Dear Sir or Dear Madam or Dear Sir/Madam we end it with Yours faithfully or Yours truly. When we begin a letter with Dear Mr/Ms+Surname/Family name we end it with Yours sincerely. When writing on business to a person you know well, you can begin with Dear + First name and end with Best Wishes or Warm Regards and Yours sincerely.

- iii. The letters you have just read use a number of abbreviations. Find the abbreviations that mean the following:
- Regarding
  - For the attention of
  - As soon as possible
  - Enclosure
  - Dated
  - Telephone

Now write short letters on the following –

- Congratulate a Cousin who has found himself a job.
- Thank a friend for a birthday present.
- Write a letter of condolence to the mother of a school friend who died in an accident.
- Thank a teacher who specially helped you prepare for an examination.
- Write a letter to the editor of a prestigious national daily, stating the problem of noise pollution.

- vi. Write an application to your class teacher requesting him to grant you three days leave.

## 2. Writing Dialogues

Read the following two Dialogues. The first dialogue occurs in a formal situation while the second one is an informal one.

- 1) Dr. Preetam Singh and Dr. Salil Mohammed meet for the first time at the workplace of a common friend, Mr Vinod Bhandari.

Mr. Bhandari: Dr. Singh I would like to introduce you to Dr. Sahil Mohammed.  
Mr. Mohammed is our company Secretary. Mr. Mohammed, please meet Mr. Vinod Bhandari. Mr. Bhandari is an educational advisor with the UNICEF.  
Dr. Singh: How'd you do, Mr. Mohammed? I'm happy to (shaking hands) meet you.  
Mr. Mohammed: Thank You, Dr. Singh. This is indeed a pleasure.

- 2) Aishwarya introduces her sister Alka to to her classmate Rohit.

Aishwarya: Rohit, this is my sister, Alka. She's an editor with the Indian Express. Alka, meet Rohit. He's my classmate and captain of the school basketball team.

Rohit: Hi, Alka! Nice meeting you.

Alka: Hello, Rohit. It's nice meeting you too.

Note that the language depends on the relationship-formal or informal-among the speakers.

## 3) Writing Speech

- i) Prepare a speech on 'Work is worship'.

The most honoured Principal Sir, Respected Teachers and Dear Friends

No one can dispute that work is worship; only those who work attain the highest stairs of success in life. Every one of us knows that one could become great because he or she worked hard. Our Scriptures across religions advocate the saying. In the Gita "Lord Krishna says to Arjun" Karmanayavadhikarste ma faleshu kadachan." The persons who believe simply in rituals and prefer to abstain from their work, God does not forgive them and they fail to attain success in their life.

ii) Prepare a Debate on ‘Success leads to Arrogance’

Hon’ble Judges, Respected Teachers and my Dear Friends, the debate’s topic is ‘Success leads to arrogance’ and I would like to speak in favour of the motion. Dear friends, you must have read the biography of several people such as Napoleon, Hitler, Mussoline etc. What made them arrogant and brought about their untimely downfall?

My opponents would agree with me that mild success keeps a person humble and polite whereas a succession of success leads one to haughtiness. Aren’t we aware of the fact that one amongst us on his brilliant success in examination refuses to recognize and accord us respect? I would like to conclude by saying that great success snatches from a person the bare essentials of a human being and turns him into a devil.

Now prepare a debate draft-against the motions.

#### 4) Story Writing

Prepare a story on the basis of the hints given below –

##### He is my Brother

Once a mason asked a girl ..... The girl replied ..... and she went ..... After a few seconds she ..... the mason stared at the little girl and asked how could..... and the girl said that he was her brother.

Note the following points –

- ÷ Usually past form of tense is used in writing a story.
- ÷ A story must have a convincing beginning.
- ÷ A story must avoid an abrupt ending.
- ÷ A story is usually based in our cultural ethos.
- ÷ The title of the story is a sufficient guide to develop the details

Ask your teacher to give you more outlines for practical exercise.