

Part – 3

Class: XII

Subject: English:

Writing Skills:

1. Write a letter to light ways Sports, Amarrpalli, Thane, placing an order for sports articles (Minimum 4) to be supplied to your school, ABC Matriculation School, Civil lines, Pune. Sign as Ravi/ Raveena, Sports Secretary.
2. You are the librarian of Amla Public School. You had placed an order for textbooks with Dhanpati and Sons. Since the books did not arrive on time, you have decided to cancel the order. Write a letter to the Manager, Dhanpati and Sons, Chennai, Cancelling the order.
3. You are Ravi/ Rani. You observe that the youth of today is more attracted towards the Western culture. They are blindly aping the West. Write a letter to the editor of a nation daily expressing your views and concern about it.
4. In your society we do not give to our women the respect and status that they deserve. Women are stared at, stalked and even molested. We need to change the male mindset about women. Write a letter in 120- 150 words to the editor of a nation newspaper giving your views on the problem. You are Omar/ Amma, A114, Mall Road, Delhi.