

Some question samples are given below for practice. First, prepare the format for all the questions. Later, write the main body.

- 1) Imagine you are Lambodhar Jena studying at R.C.B.M. High School, Jeypore. Write an application, in about 100 words, to your Headmaster requesting him to allow a friendly volley ball match to be held between the students of Class X and Class IX.
- 2) Suppose you are Bibhuti Bhusan Mahapatra studying in class X at Puri Zilla School, Puri. Write an application to your Headmaster, in about 100 words, requesting him to allow you leave for a couple of days on account of your elder sister's wedding ceremony.
- 3) Imagine you are Nalinikanta Singh, a student of class X at Rajbora Sambar High School, Padmapur in the district of Bargarh, Write an application, in about 100 words, to your Headmaster requesting him to allow your class to play a friendly cricket match with the students of class IX of your school.
- 4) Write an application to the municipality department to complain about the garbage that is lying in your area.
- 5) Imagine you are in R.C.B.M. High School, Jeypore. Write an application in about 100 words to your Headmaster/ Headmistress to arrange extra classes to enable you to take the H.S.C. Examination, 2014 in the new pattern.
- 6) Write an application to your Principal for Transfer Certificate as your father has been transferred to other state.
- 7) Suppose you are Somya Rajan Jena, a student of class X at Salipur High School, Salipur in the district of Cuttack. You love nature and want to be an active member in the ECO Club of your school. Write an application, in about 100 words, to your Headmaster requesting him to allow you to join the same.
- 8) Write an application to your Principal requesting him one week leave on the eve of your sister's marriage.
- 9) Write an application to police department to complain about your lost mobile phone.
- 10) Write an application to your principal requesting to provide you a fee concession for the current year.