

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

1) You are Mohan Prasad, a resident of Nagpur. You find that every Sunday the main road is occupied by the weekly market. Write a letter to the Municipal Commissioner, East Nagpur requesting him to shift the market to a better place. You can highlight the following points : (a) congestion on the road (b) littering by waste material

2) You are Ravina. You live in Katraj, Pune. The colony is not clean. Garbage is seen lying here and there. Write a letter to the President of the Residents' Welfare Association of your colony complaining about lack of cleanliness in your colony and making a few suggestions for its cleanliness.

Your letter should cover the following points:

- Overflowing garbage dumps.
- Dirty streets, market and drains.
- Steps Residents' Welfare Association and residents should take.
- Refer to Swachh Bharat.

3) Write a letter of complaint to the Manager, Charu Shoes, Satara for the supply of a defective piece of the shoe/sandal.

Your letter should cover the following points: Ladies shoes, purchased on, receipt number, broken heel, replace.

4) Write a letter to the Commissioner, Municipal Corporation about the poor and irregular water supply in your colony. Give details of the great inconvenience caused to everybody in the colony.

5) Your colony has bad roads. Write a letter to the Chief Engineer, City Corporation to draw his attention towards this situation with your suggestions to improve the condition. You are Ms. Veena Patil, a resident of Adarsh Society, Sangli.

6) Write a letter to the editor of a local newspaper giving your views about the increasing use of cell phones by school children. Suggest what schools and parents can do to control this trend.

You can highlight the following points: Increase in use of cell phones, effects of its overuse, safety issues, time wasted, steps schools and parents can take.

7) Write a letter to the editor of a local newspaper to convey your concern over the increasing level of water pollution in your area.

Your letter should cover the following points: Problems being faced by the residents due to lack of clean water. Ways and means to improve the situation –short term and long term · Proposed action of the local residents for an immediate solution.

8) The road that leads to your colony is broken and full of potholes. Mosquitoes and flies breed there. Write a letter to 100- 120 words to the editor of a local newspaper drawing the attention of the concerned authorities to get the road repaired.

9) You are Pranav/ Pramila, a resident of B-3/232, Sector 13, Khed, Pune. The rainy season has set in. The house needs urgent repairs. Write a letter to your landlord, asking him to undertake the repair work immediately.

Hints: Leaking proof, loose electrical fittings, paint and polish.

10) You are Neetu/ Nilesh of Angel Public High School, Navapur. You are concerned about the cleanliness in your school, as the students throw a lot of paper and do not use dustbins properly. Write a letter to the Principal of your school giving suggestions to maintain cleanliness in the school.
