

LONG WRITING TASKS

CHAPTER

3

LETTER WRITING

Syllabus

- I. Letter of Application for a job
- II. Report Writing

(5 Marks :Format: 1 / Content: 2 / Expression: 2)

Introduction

- Letter writing is an art. Therefore, it must aim at a certain standard of form and elegance. While writing a letter, we must always think of the person to whom we are writing. The subject matter, no doubt, is important, but we must write it in such a way so that the letter becomes interesting to the person receiving it. A letter written rustically may contain useful information, but it may lack in elegance, and violate the norms which require a good taste. Therefore, one must observe certain standards of form and good taste in the order and structure of one's letters. This means that there should be no carelessness about it, and it should not suggest discourtesy and indifference to the person addressed.
- We should always remember that letter plays an important role in maintaining our communication and relations with friends and relatives, as well as establishing commercial and other kinds of relations with foreigners.

Classification of Letters

Letters may be divided into the following classes :

- Business or Official Letters** : For making enquiries, registering complaints, asking for and giving information, placing orders and sending replies.
- Letter to the Editor** : Giving suggestions or opinion on issues of public interest.
- Application for a Job** : Forwarding your resume for a job opportunity.

Salutations & Subscriptions :

Family & friends —	Dear...	Yours affectionately/ Lovingly yours Or Your loving friend/ son etc.
Strangers —	Dear Sir/ Madam	Yours truly
Business Persons/ Officials —	Sir	Yours truly/ sincerely
Principal/ Teachers —	Respected Sir/ Madam Or Sir/Madam	Yours obediently Or
Editors —	Sir	Yours truly/ sincerely

Useful Expressions

Enquiry —
I am writing to enquire about
Please let us know
We'll be glad if you

- Complaint —** It is a matter of great regret that
This is to bring to your notice that
This is to complain
- Request —** I would be grateful if
Kindly oblige me by
- For job application —** With reference to your advertisement dated X/X/XXXX, I offer myself as a candidate
Through some reliable sources, I have come to know that
- To Conclude :**
(i) Looking forward to your reply.
(ii) Thanking you in anticipation for a positive reply.
(iii) With warm regards.

Format of a Formal Letter

- | | | |
|---------------------|---------------|------------------------|
| 1. Sender's address | 2. Date | 3. Receiver's address |
| 4. Subject/ heading | 5. Salutation | 6. Complimentary close |

Sender's Address
.....
.....

Date

Receiver's Address
.....
.....

Subject : Underline the Subject

Dear Sir,
.....
.....

Body

.....
.....
.....

Yours Sincerely
Signature
(NAME)

Format for Application for a Job

RESUME

(to be attached with Job Application—RESUME/ BIO-DATA/ CV)

- | | | |
|----------------------------------|---|---------|
| Name | — | |
| Father's Name | — | |
| Date of Birth | — | |
| Address: | — | |
| Phone No. | — | |
| E-mail ID. | — | |
| Hobbies | — | |
| Language Known: | — | |
| Educational Qualification | — | |
| Experience | — | |
| Reference - | — | 1. |
| | | 2. |
| Signature | — | |

Board Marking Scheme

Format	1 mark
Content	2 marks
Expression	2 marks

Application for Job

1. You have read an advertisement in 'The National Times' for the post of Chartered Accountant in Happy Times Industry, Kanpur. You believe you possess the requisite qualifications and experience and would prove to be an asset for the company. Apply for the post giving your complete bio-data stressing your suitability. You are Amrendra Singh of 2, Kailash Puri, Delhi.(120-150 words)

[Delhi Set II, 2020] 5

Ans. 2, Kailash Puri
Delhi

14 March, 20xx
The Area Manager,
Happy Times Industry,
Kanpur

Sub : Application for the Post of Chartered Accountant

Dear Sir,

This is with reference to your advertisement published in 'The National Times', dated 13 March, 20xx for the post of a Chartered Accountant. I want to present myself as one of the candidates for the above said post.

My academic qualification, work experience and dynamic personality make me a suitable candidate for the same.

So, I would like to switch over to your prestigious company for better career prospects. With gifted creative and innovative skills, I'll discharge my duties to the entire satisfaction of the concerned authorities.

My resume is attached herewith for your kind perusal.

Thanking you.

Yours sincerely,

Amrendra Singh

RESUME		
Name	:	Amrendra Singh
Mother's name	:	Mrs. Neela Singh
Father's Name	:	Mr. S.K. Singh
Date of birth	:	30 Nov, 1991
Contact No.	:	9412xxxxxx
Address	:	2, Kailash Puri, Delhi
Nationality	:	Indian
Marital Status	:	Single
Qualifications	:	XII from CBSE in 2009 with 94% marks B.Com (Hons) From SRCC in 2020 with 82% marks in Advanced Accountancy and 80% marks in Auditing (opted as special subjects) Qualified Chartered Accountant course in 2016
Experience	:	Working as a Chartered Accountant Consultant since 2017 in Ogas Finance, Noida
Hobbies	:	Listening Music and Reading
Proficiency in other fields	:	Computers (Basics and Languages)
References	:	1) Mr. M.L. Jain Vice President, J.K Industries New Delhi

Signature

Name

2) Dr. S. Guha
MD, Cardiology
12 Patel Nagar, Delhi

2. You are Tapas/Tapasya of A-150, Mount Road, Chennai. You have seen an advertisement in the newspaper, 'The Chennai Times' for the post of Manager (Accounts) in Sundaram Westside, Chennai. Apply for the post with your complete bio-data. (120-150 words).

[Outside Delhi Set-I, 2020] 5

Ans.

A-150, Mount Road,
Chennai
14 March, 20xx
The Manager,
Sundaram Westside,
Chennai

Sub : Application for the Post of Manager (Accounts)

Dear Sir,

This is with reference to your advertisement published in 'The Chennai Times' dated 13 March, 20xx for the post of Manager (Accounts). I want to present my candidature for the same.

I am a dynamic young man of 30, having requisite qualifications and key skills, possessing experience with specialization in managing accounting functions and related commercial activities.

If given a chance, I shall prove to be an asset for your reputed organization. My resume is attached herewith for your kind perusal.

Thanking you.

Yours sincerely,

Tapas

RESUME	
Name	: Tapas Kumar
Mother's Name	: Mrs. Rita Kumar
Father's Name	: Mr. Vijay Kumar
Date of birth	: 30 Nov, 1994
Contact No.	: 9412xxxxxx
Permanent Address	: A-150, Mount Road, Chennai
Nationality	: Indian
Gender	: Male
Marital Status	: Single
Educational Qualifications	: XII from ICSE (St. John's School, Chennai) in 2007 with 93% marks B.Com From Chennai University (Govt. College, Chennai) in 2010 with 85% marks M.Com from Chennai University (Govt. College, Chennai) in 2012 with 80% marks M.B.A from IIM, Bangalore in 2014 (with CAT Score 99.69 Percentile
Experience	: Knowledge in Accounting functions and related commercial actuation : 2014 – 2016 – ABC Company, Chennai as Account Executive 2016 – till date – XYZ Company, Chennai as Accounts Officers
Signature	
Name	

3. You are Shobha/Sushil from 56, A Block, Saket, Agra. Write an application along with a personal resume in 120–150 words in response to the following advertisement: Wanted an experienced Hockey Coach having B.P. Ed. Degree for our school. Apply to the Principal, Agrasen Public School, Agra by 15 March, 2019. [Outside Delhi Set – I, 2019] 5

Ans. Application for Job – Hockey Coach

Suggested Value Points

– Covering letter – reference to the advertisement

• Enclosing Bio-data / C.V.

• requesting for interview

– Bio-data

• Personal details

Name: Shobha / Sushil

Address: 56, A – Block, Saket, Agra

Educational and Professional qualifications: B.P. Ed

Work experience

References : two-with names and designation

Any other relevant detail

[CBSE Marking Scheme, 2019] 5

Detailed Answer :

56, A– Block,

Saket

Agra

10 March, 2019

The Principal

Agrasen Public School

Agra

Sub: Application for the post of Hockey Coach

Sir,

In response to the advertisement published in 'The Times of India' dated 10 March, 20xx for the post of a Hockey Coach in your institution, I offer my candidature for the same.

I am a young and energetic person having four years of experience in the same field. I assure that I will work with dedication and sincerity.

Kindly find enclosed herewith my certificates, testimonials and resume which enlist my educational and professional qualifications along with other details.

If my application is considered worth pursuing, I would be available for Interview according to your convenience.

Yours truly,

Sushil Kant

RESUME	
Name:	Sushil Kant
Mother's Name:	Mrs. Rajni Kant
Father's Name:	Mr. Krishna Kant
Date of Birth:	31 March, 1990
Address:	56, A– Block, Saket, Agra
E–mail id :	sushil.k@gmail.com
Telephone No.:	99876xxxxx
Marital Status:	Married
Nationality:	Indian
Gender:	Male
Educational qualification :	B.P. Ed., L.M.C.PE.Gwalior
Experience :	4 years in Modern Public School as Hockey Coach
Languages Known :	Hindi, English
Hobbies :	Reading, Painting

Reference:

1. Dr. Raman Singh
Sports Incharge, Agra College, Agra
- 2 . Mrs. Saroj Nigam
Asstt. Manager, PNB Agra

Signature

Name

- 4. You have read an advertisement in the newspaper for the post of a Software Engineer in Alex Software. You believe that you have the requisite qualifications, experience and you are innovative. Write an application in about 150 words for this post emphasizing your strong points. Also write your resume. You are Sourav/Shikha of 14, Mall Road, Chandigarh.[Outside Delhi Set – II, 2019] 5**

Ans. Application for Job – Software Engineer

Suggested Value Points

– Covering letter – reference to the advertisement

- Enclosing Bio-data / C.V.
- requesting for interview

– Bio-data

- Personal details

Name : Saurabh / Shikhar

Address : 14, Mall Road, Chandigarh

Educational & Professional qualifications: B.Tech/M.Tech

Work experience

References : two-with names and designation

Any other relevant details

[CBSE Marking Scheme, 2019] 5

Detailed Answer :

14, Mall Road

Chandigarh

14 March, 20xx

The Director

Alex Software

Pune

Sub: Application for the post of Software Engineer

Dear Sir,

With reference to the advertisement in 'Pune Times', dated 12 March, 20xx for the post of Software Engineer, I hereby offer my candidature for the same. I believe that my skills and qualifications match your requirements. I have worked as a software engineer at HCL Technologies for 2 years. My area of specialty is User Interface and coding. I have been appreciated for my efficiency by my previous employers. If given the opportunity, I am sure I will be able to prove my capabilities to you as well.

The enclosed C.V. lists my qualifications and details of my experience. I am looking for a challenging and responsible position where I can show my result-oriented skills.

I shall be pleased to present myself for the interview as and when required.

Thanking you.

Yours sincerely,

Sourav

Curriculum Vitae	
Name:	Sourav Gupta
Mother's Name:	Mrs. Malini Gupta
Father's Name:	Mr. Ramesh Gupta
Date of Birth :	18 March, 19xx
Permanent Residential Address:	14, Mall Road Chandigarh
Telephone No.:	99876xxxxx
Age:	26 Years
Marital Status:	Unmarried
Sex:	Male
Academic Qualifications:	1. B. Tech. Ajay Kumar Garg Institute, Ghaziabad. 2. M. Tech. Ajay Kumar Garg Institute, Ghaziabad.
Experience:	Worked with HCL Technologies from 20xx to 20xx
Hobbies:	Reading, Music, Travelling
Salary Expected:	8 lakhs per annum/ Negotiable
References:	1. Mr. M.K. Khanna, Retd. Professor, Chandigarh University. 2. Mr. Sunil Mohan, D.G.M. Grindlays Bank, Chandigarh.
Signature	
Name	

5. Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach Political science for which they have placed an advertisement in 'The Bhilai Express'. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV applying for the advertised post. [Outside Delhi, 2018] 5

Ans.

JOB APPLICATION

HOUSE NO. 21 ✓
Vasant Marg ✓
Bhilai - 134112 ✓

5th March 2018

The Principal ✓
Bal Vidya School ✓
Bhilai - 134112 ✓

Subject : Application for the post of PGT teacher in political science

Sir

I saw your school's advertisement in 'The Bhai Express' dated 27th February 2018 and would like to express my interest for the post of Political science teacher in your institution.

I'm a hardworking, punctual person. I would like to bring about a change in the lives of many students by teaching Political Science. I'm enclosing a copy of my resume for your personal and kind consideration.

I assure you that if given a chance I would work with full devotion to your utmost satisfaction. I would be available for the walk-in-interview as per your convenience.

Thank you

Yours faithfully

Sanjana

Sanjana.

Encl. - Resume/Biodata with photographs.

Biodata

Name

: Sanjana Sharma

Marital Status

: unmarried

Nationality

: Indian

Email

: Sanjana31@yahoo.in

Date of birth

: 31st August 19xx

Academic Qualifications

i> BA (English, Political Science) (89%)

from Punjab University

ii> MA (Political Science) (92%)

from Punjab University

iii> B.ed (Political Science) (95%)

from Punjab University

Experience

i> Taught political science in ABC public school, Bhiwai for 3 years.

ii> Taught political science in XYZ school, Bhiwai for 2 years.

Scholarships

i> Academic topper in class X & XII.

ii> Merit scholarship in Linguistics.

Salary drawn

: ₹45,000 per month

Name & address of references

i> Mrs. Sushma

#162/5, Urban Vihar

ii> Mr. Prakash

#142/1, Sec-4, Bhiwai

Salary expected

: above ₹45,000 per month

Hobbies

: Travelling and listening music

Ans. JOB APPLICATION – Political Science Teacher

Suggested value points :

- Covering Letter- reference to the advertisement
- CV/ Bio-data
- Personal Details-
Name : Sanjay Sharma/ Sanjana Sharma
Address: 21, Vasant Marg, Bhilai
Educational Qualifications- M.A. Political
Science, B.Ed
Experience
References (Two) with name and designation
(any other relevant details)

5 marks

[CBSE Marking Scheme, 2018]

Detailed Answer :

21, Vasant Marg

Bhilai

February; 26th, 2018

The Principal

Bal Vidya Public School

Bhilai

Subject : Application for the post of Political Science teacher

Dear Madam/Sir,

With reference to your advertisement published in 'The Bhilai Express' dated February 25th, 2018, I would like to apply for the post of teacher (Political Science). I did my post-graduation and graduation in Political Science from Bhilai University. I did my B.Ed from Raipur University. I have a total experience of 5 years in the relevant field. If given a chance, I will do everything in my capability to prove my worth.

I have attached my resume for your kind consideration.

Hope to get a positive response from your side.

Thanking you.

Yours truly,

Sanjana Sharma

RESUME

Name	Sanjana Sharma
Father's name	Mr. Santosh Kumar Sharma
Date of Birth	28-10-1975
Address	21, Vasant Marg, Bhilai
Educational qualification	M. A. (Political Science)
Professional qualification	B. Ed from Raipur University
Experience	5 years
Marital status	Married
Phone number	78956XXXXX
Email Id	sanjanasharma@gmail.com
Languages known	English, Hindi
Hobbies	Reading, Painting
Signature	

Name

6. You are Ashish/Nimmi Dhar B-94, Ford Road, Jammu. You have read the advertisement given below. You are qualified for the job. Write an application in 120–150 words along with a resume.

[Delhi Set III, 2017] 5

India Chemical Industries, Delhi
Requires : Accounts Officers
Qualification : B. Com.
Experience : Minimum 4 years
Job requirement : Maintaining books of accounts, preparation of balance sheet.
Salary : Best in the industry
Apply to : Managing Director, ICI,
B-12 Barakhamba Road,
New Delhi

Ans. JOB APPLICATION – POST OF ACCOUNTS OFFICER

(5 marks)

Suggested value points :

- reference to the advertisement
- post- Accounts Officer
- personal details – educational qualifications- B. Com.
- experience- minimum 4 years
- salary expected
- references

(any other relevant details)

NOTE : THE RESUME CAN BE PART OF THE LETTER OR AN ENCLOSURE

[CBSE Marking Scheme, 2017]

Detailed Answer :

B-94, Ford Road

Jammu

20 January, 20xx

The Managing Director, ICI

B-12, Barakhamba Road

New Delhi

Subject : Application for the Post of Accounts Officer

Dear Sir/Madam,

I am Nimmi Dhar, a post-graduate in Commerce from Jammu University. I wish to apply for the post of Accounts Officer in your reputed company. I came to know about the vacancy from a newspaper advertisement in 'The Times of India'.

Please find my resume attached for the purpose. I would like to add that I am a very hardworking person with a keen interest in accounting and finance. My academic qualification, age and other eligibility conditions agree to those specified by the company for the job.

I thank you in anticipation of an early response.

Yours truly,

Nimmi Dhar

CURRICULUM VITAE

Name	:	Nimmi Dhar
Mother's Name	:	Mrs. Ambika Dhar
Father's Name	:	Mr. H. P. Dhar
Date of Birth	:	5 April, 1995

Address B-94, Ford Road, Jammu
Telephone : 98346xxxxx
Email-id : nimmidhar@gmail.com

Academic Qualifications :

Examination	Board/University	Course	Year	Division
S.S.C.	CBSE	Commerce	2008	1 st
Graduation	Jammu University	B.Com	2011	1 st
Post Graduation	Jammu University	M.Com	2013	1 st

Experience : ABC Finances, 2 Years

Skills : Good knowledge of MS Office and Tally

Languages known : English, Hindi, Punjabi

Hobbies and Interests : Writing Poems, reading biographies, and travelling

Reference : Mr. Rohan Joshi,
Deputy Manager,
ABC Finances

Signature

Name

- 7. Sunshine Public School, Pune requires two sports coaches (one male and one female). Each should be a degree holder in physical education as well as an SAI certified coach in athletics. You have seen their advertisement and you know that you have qualifications. Write an application in 120–150 words along with your resume. You are Praveen/Praveena, M-114, Najafgarh, Delhi.**
[Delhi Set III, 2017] 5

Ans. JOB APPLICATION

Suggested value points :

- personal details
- educational qualifications- degree holder in Physical Education
- professional training -SAI certified coach in athletics
- experience
- references (two) with name, designation and contact details

NOTE : The resume can be part of the letter or an enclosure

5 marks

[CBSE Marking Scheme, 2017]

Detailed Answer :

M- 114, Najafgarh

Sunshine Public School

New Delhi

5 April, 20xx

Subject : Application for the Post of Sports Coach (Female)

Dear Sir/Madam,

I am Praveena, a SAI certified coach in athletics. I wish to apply for the position of 'Sports Coach' in your reputed school. I came to know about the vacancy through the newspaper advertisement in 'The Times of India'.

Please find my resume attached for the purpose. I would like to add that I am a very hardworking person with an aim of excelling in the field of athletics. My academic qualifications, age, and other eligibility conditions agree to those specified for the job requirement.

I thank you in anticipation of an early response.

Yours truly,

Praveena Patel

CURRICULUM VITAE

Name : Praveena Patel
Father's Name : Mr. Vinod Patel
Date of Birth : 5 April, 1988
Residential Address : M-114 Najafgarh New Delhi
Telephone : 98123xxxxx
Email-id : praveenapatel@gmail.com

Academic Qualifications :

Examination	Board/University	Course	Year	Division
S.S.C.	CBSE	Commerce	2008	1 st
Graduation	Delhi University	B.A. Physical Education	2011	1 st
Post-Graduation	Delhi University	M.A. Physical Education	2013	1 st

Experience : St. Albans School, 3 Years as sports coach

Languages known : English, Hindi, Punjabi

Hobbies and Interests : Writing Sports Blogs and travelling

Achievements : Gold medalist in 100m race in National games

Reference : Mr. Rohan Joshi, Principal, St. Albans School

Signature

Name

- Q 8.** Write an application (including a resume) in 120–150 words for the post of receptionist advertised in a national newspaper by JKL Publishers, Peshwa Road, Pune. You are Karuna, M/114, Mall Road, Pune, a graduate from SNDT University and have done a Secretarial Practice Course from YWCA, Mumbai. [Delhi Set II, 2016] 5

Ans. Value Points :

[JOB APPLICATION – POST OF RECEPTIONIST]

- reference to the advertisement
- post–receptionist
- request for consideration
- personal details
 - address
 - qualification
- achievements
- experience (optional)
- references (**Any other relevant points**)

NOTE : the resume can be a part of the letter or as an enclosure.

[CBSE Marking Scheme, 2016]

Detailed Answer :

M/114, Mall Road
Pune

March 10, 20xx

The Manager
JKL Publishers
Peshwa Road,
Pune

Sub : Application for the Post of Receptionist

Dear Sir,

With reference to your advertisement published in 'The Indian Express' dated 9 March 20xx, I would like to submit my resume for the post of receptionist. I am a graduate from SNDT University. I have also done Secretarial Practice Course from YWCA, Mumbai. If given a chance, I'll leave no stone unturned in the fulfillment of my duties.

I hope this application of mine will get due consideration under your kind perusal. My resume is furnished here below.

Thanking you.

Yours sincerely,

Karuna

RESUME	
Name	: Karuna
Mother's Name	: Mrs. Lata Verma
Father's Name	: Sh. J.K. Verma
Date of Birth	: 15 June, 1990
Address	M/114, Mall Road, Pune
Marital Status	: Unmarried
Phone No.	: 94125xxxxx
E-mail ID	: kkaruna@gmail.com
Educational qualification	: B.A. from SNDT University
Professional qualification	: Secretarial Practice course from YWCA, Mumbai
Experience	: 2 years at Singh Dental Hospital, Pune
Languages Known	: Hindi, English
Hobbies	: Reading Fictions, Painting
Reference	: G.K. Verma CEO, Geetanjali Pune
Signature	

Name	

Commonly Made Errors

- Students do not write the letter in correct format.
- Students generally miss the important details while giving the Resume/ Bio-data.

Answering Tips

- The letter must be written in a proper format.
- The main body of the letter should include all the required details.
- Bio-data/ Resume should cover all the important details.