

FORMAL LETTER

MOST IMPORTANT QUESTIONS

1. (A) You are Rohan/Rita, living at 17-C, Maple Residency, Greenfield Colony. You are interested in joining a two-month evening course in digital marketing after your Class XII exams. Write a letter in about 120 words to the Director of Digital Edge Institute, Sector 8, Palm Gardens, seeking information about the course curriculum, duration, fees, class timings, and any available internships.

[5 Marks]

Ans: 17-C, Maple Residency
Greenfield Colony

1st September 2024

The Director
Digital Edge Institute
Sector 8, Palm Gardens
Subject: Inquiry about Digital Marketing Course

Dear Sir/Madam,

I am Rohan/Rita, a resident of Greenfield Colony, and I am interested in joining a two-month evening course in digital marketing after my Class XII exams. I would like to know more about the course curriculum, duration, fees, class timings, and any internship opportunities that may be available.

I would appreciate it if you could provide me with the necessary details at the earliest so I can plan accordingly.

Thank you for your attention to this matter.

Yours sincerely,

Rohan/Rita

- (B) You are Arjun/Aarushi from Orion Electronics, Sunrise Tower. You have received a positive response to your letter of inquiry from Galaxy Tech Solutions. You are satisfied with their pricing and terms. Write a letter placing an order for the computers and accessories you had mentioned in your earlier communication. Include a reference to your previous letter and provide details about the required items, payment method, delivery schedule, and any applicable discounts.

[5 Marks]

Ans: Orion Electronics
Sunrise Tower

2nd September 2024

The Sales Manager
Galaxy Tech Solutions
Subject: Order Placement for Computers and Accessories

Dear Sir/Madam,

We refer to our previous communication dated 25th August 2024, regarding the purchase of computers and accessories. We are pleased with your terms and pricing and would like to place an order for the following items:

10 desktop computers (Model: GT-4500)
5 laser printers (Model: GP-3000)
15 wireless keyboards and mouse sets

We request delivery by 15th September 2025. Payment will be made via bank transfer upon receipt of the invoice. Kindly apply the agreed discount of 10% for bulk orders.

Thank you for your prompt attention to this order.

Yours faithfully,

Arjun/Aarushi

Orion Electronics

3. There are daily reports in the newspaper of fatal accidents due to reckless driving and road rage. Write a letter to the Commissioner of Traffic Police in about 120 words suggesting the need to take stricter action against the offenders. Recommend the use of social media to launch awareness campaigns about the implications of irresponsible driving. You are Shantanu / Savita, living at B-108 Krishi Apartments.

Ans: B-108 Krishi Apartments

[City Name]

[Date]

The Commissioner of Traffic Police

[City Name]

Subject: Need for Stricter Action Against Reckless Driving and Road Rage

Sir/Madam,

I am writing to express my concern regarding the increasing number of fatal accidents caused by reckless driving and road rage, as reported daily in newspapers. These incidents not only claim innocent lives but also highlight the urgent need for stricter enforcement of traffic rules.

I urge you to take stringent action against offenders by implementing higher fines, license suspensions, and mandatory counseling for violators. Additionally, using social media platforms to launch awareness campaigns about the dangers of irresponsible driving can greatly influence public behavior, especially among the youth.

Your timely intervention in addressing this critical issue will ensure safer roads and save countless lives.

Yours sincerely,

Shantanu/Savita

4. A leading communication company 'Savera' is sponsoring a half marathon run in your city to raise funds for 'Koshish' an orphanage. You are Roshini/Roshan, school captain of Adarsh Vidyalaya. You are leading a batch of hundred students in the half marathon to be held in your city. Write a letter to the editor of a national daily emphasizing the participation of school children in such programmes as part of voluntary community service. Highlight the benefits of participation in such activities.

Ans: School Captain

Adarsh Vidyalaya

[City Name]

[Date]

The Editor

[National Daily Name]

[City Name]

Subject: Promoting Participation in Voluntary Community Service Programs

Sir/Madam,

Through the columns of your esteemed newspaper, I wish to highlight the significance of school children participating in community service programs. Recently, our school participated in a half marathon sponsored by Savera to raise funds for 'Koshish,' an orphanage. A batch of 100 students actively joined this noble cause.

Such initiatives instill a sense of responsibility and empathy in students, encouraging them to contribute to society. Moreover, participation in these programs fosters teamwork, physical fitness, and personal growth. It also raises awareness among the youth about social issues, inspiring them to bring about positive change.

I urge educational institutions to make such community service activities a regular part of their curriculum for holistic student development.

Yours sincerely,

Roshini/Roshan

5. You are Nirmal Pillai, a concerned citizen from Aluva, Kochi. Compose a letter in about 120 words, to the Project Head of the E-Waste Management Cell at Electronics Vatika, New Delhi, highlighting the adverse effects of e-waste* pollution. Suggest measures for addressing its management through community engagement and government initiatives.* Discarded electronic devices such as smartphones, computers, and televisions, which are no longer in use or have reached the end of their lifecycle.

Ans: XYZ

Aluva, Kochi

Date: [Inset Date]

Project Head
E-Waste Management Cell
Electronics Vatika
New Delhi

Subject: Concerns Regarding E-Waste Pollution
and Management Strategies

Respected Sir/Madam,

I am writing to express my deep concern regarding the rising problem of e-waste pollution. The improper disposal of discarded electronic devices poses serious environmental and health hazards. Toxic chemicals from e-waste seep into the soil and water, contaminating ecosystems and endangering human health. The increasing volume of e-waste demands immediate action.

To address this issue, I propose a two-pronged approach involving community engagement and government initiatives. Public awareness campaigns should be conducted to educate citizens about proper e-waste disposal and recycling. Setting up accessible e-waste collection centers and incentivizing responsible disposal can encourage participation. Additionally, the government should enforce stringent regulations on e-waste disposal and promote the adoption of eco-friendly electronic production methods.

I urge you to take decisive action to mitigate the growing e-waste crisis. Your efforts in implementing effective management strategies will greatly contribute to a cleaner and healthier environment.

Thank you for your time and consideration.

Sincerely,
Nirmal Pillai