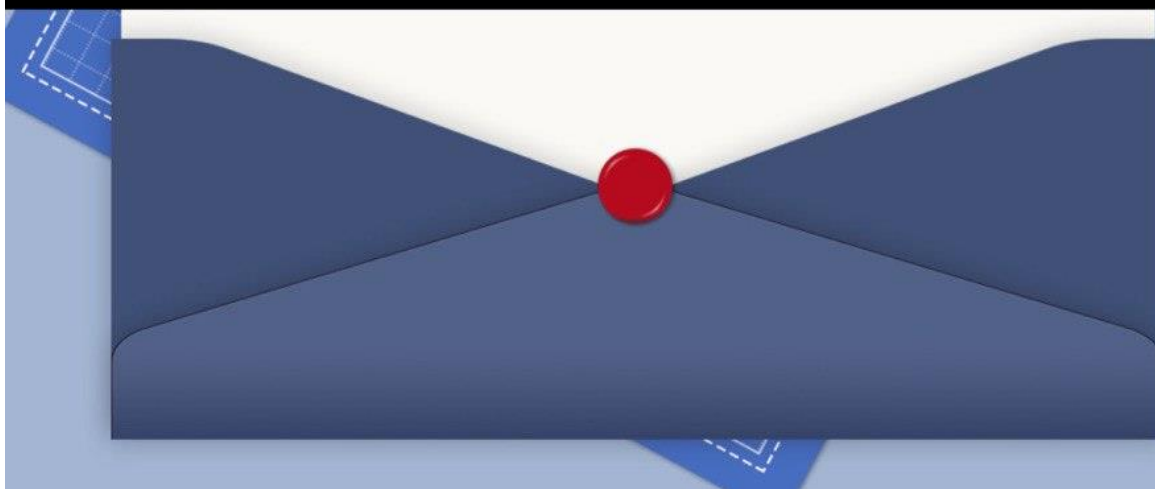


FORMAL LETTER



TYPES of FORMAL LETTERS



Enquiry Letters

Complaint Letters

Letter to Editor

Letter for Placing order

“Kuch Khaas Lines”

■ *Letter to Editor* –

- Through the column of your esteemed Newspaper, I would like to draw attention of
- I hope that if you publish it in your Newspaper, then the local authorities will take necessary actions.

■ *Enquiry Letters* –

- PARA 1: With reference to your advertisement published in newspaper/ magazine. I have come to know that you are organising...
- PARA 2: I would like to know the following things before I could visit you;
Timing -
Schedule –

Price of course –

Eligibility –

- PARA 3: Kindly send me the details at the earliest so that I can visit you soon.

■ *Complaint Letters* –

- PARA 1: We regret to inform you that the product we performed from you yesterday is not working/ appropriate.
- PARA 2: I bring you to your notice the following defects in your products;
- PARA 3: I hope that you will replace t or refund my money at the earliest.

■ *Placing order* –

- PARA 1: I/ We want to place an order of some books to our school/ library/ given address
- PARA 2: The books to be delivered attached with their particular are:
- PARA 3: I/ we hope for timely delivery as a sum of Rs.... Had been paid by online methods'

FORMAL LETTER FORMAT

23, Vaishali Nagar,
New Delhi, 110016

Sender's Address

16 January, 2022

Date

The Editor,
Hindustan Times
Delhi

Receiver's Address

Subject:

Respected sir/ madam,

Salutation

[INTRODUCTORY PARA]

[INFORMATIVE PARA]

[CONCLUDING SENTENCE]

Body Paragraph

Yours sincerely
(NAME)



**ANALYTICAL
PARAGRAPH**

ANALYTICAL PARAGRAPH

FORMAT OF PARAGRAPHS

- **INTRODUCTION**–

Describe subject of paragraph in 1-2 lines.

- **BODY** –

Explain the graph in detail, using relevant data, describing trends, and making comparisons and contrasts. If necessary, subdivide it into paragraphs.

- **CONCLUSION** –

Give a summary or an overall analysis of the graph to conclude the paragraph.

“Mantra Lines”

- **For Introduction**

- Chart given above** describes _____
- The table suggests _____
- The line/ pie/ bar graph shows _____

- **For Body**

- i. rapidly doubled
- ii. a pattern of growth
- iii. sky-rocket
- iv. striking increase
- v. declined
- vi. level off

▪ **For describing quantities**

- i. x% off
- ii. almost x%
- iii. on average approximately x%
- iv. just under x%
- v. x/y off
- vi. nearly one fourth off
- vii. twice as much as
- viii. almost equal
- ix. very close to x%
- x. roughly

▪ **For establishing a relationship contrast**

- i. relationship between
- ii. similarly
- iii. in contrast
- iv. in comparison to
- v. however
- vi. when it comes to

- vii. noticeable
- viii. different

▪ **Conclusion**

- i. on whole
- ii. overall
- iii. in all
- iv. in short
- v. in a nut shell

SOME EXAMPLES:

1. The following table shows details about the internet activities for six categories for different age groups. Write an analytical paragraph for the table given in around 150-200 words.

Internet Activities by Age Group

Activity%	Age group						
	Teens	20s	30s	40s	50s	60s	70+
Get News	76	73	76	75	71	74	70
Online games	81	54	37	29	25	25	32
Downloads	52	46	27	15	13	8	6
Product research	0	79	80	83	79	74	70
Buying a product	43	68	69	68	67	65	41
Searching for people	5	31	23	23	24	29	27

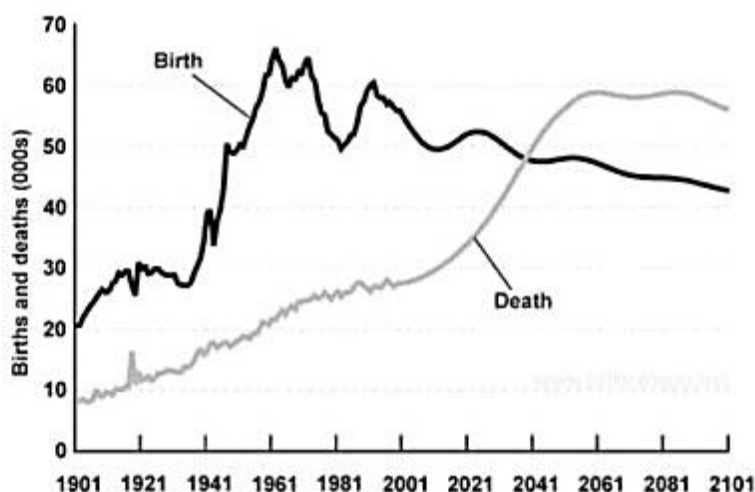
Answer: The given table suggests the internet activities of seven age groups ranging from teens to those in their seventies for six different

kinds of activities. The table shows that the younger generation is more interested in online games and news, while the older generation spends time on the internet to research and buy products.

It is evident from the table that teens mainly use the internet for games (as high as 81%), news and downloads and are interested in searching for people or friends or doing any product research. The middle-age group (people in 20s to 60s) is highly interested in getting news, doing product research and buying products, the percentage ranging from 70-80%. The internet activity which gets the least time is searching for people. All the age groups spend less than 30% of their internet time on the same. The amount of time spent on downloads decreases with age and gets as low as 6% (for people in 70s).

Overall, the table suggests that teenagers are most likely to spend time playing games and doing downloads. On the other side, older people are interested in researching and buying products. People spend the least amount of time searching for other people online.

2. Below is a graph given showing birth and death rates in a country from 1901 to 2101. Write an analytical paragraph (100-150 words).



Answer: The graph shows birth and death rates starting from 1901 till 2101.

Since 1901, the birth rate has remained more than the death rate until 2041. Birth rate was 20000 in 1901 and started increasing gradually. It

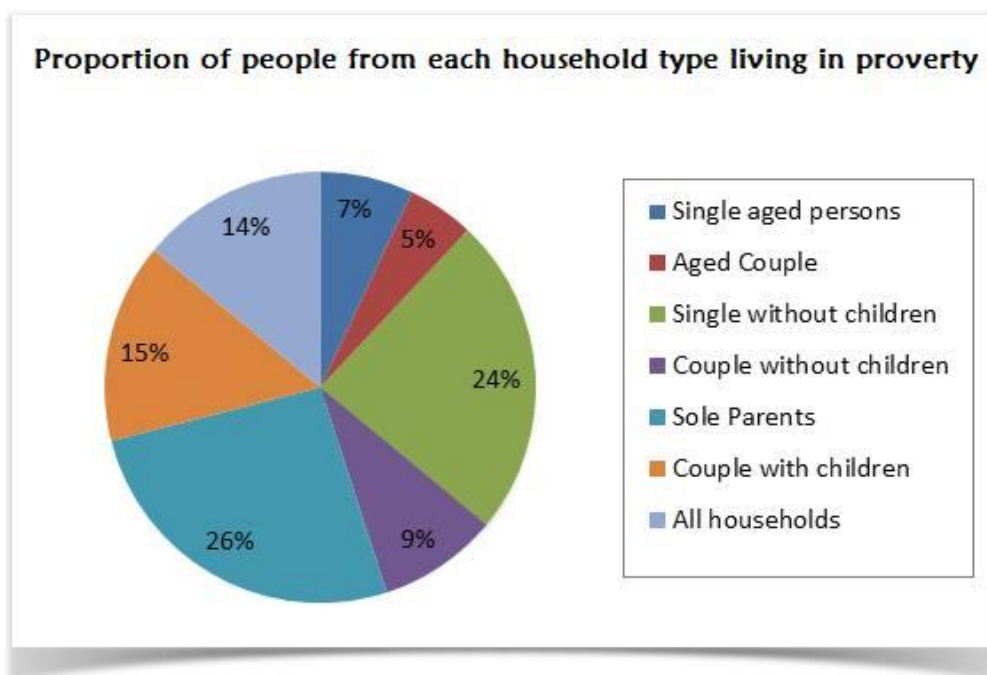
peaked in 1961 to around 65000, From 1961. birth rate has fluctuated multiple times between 50000 and 60000. It is expected to decline for the coming years reaching approximately 42000 by 2101.

On the other hand, the death rate stood at around 10000 in 1901 and then has increased steadily. It is expected to rise strikingly from 2021 before levelling off to approximately 60000 between 2061 and 2081. The graph indicates a slight decline in deaths in the year 2101.

The graph shows the huge gap between birth rate and death during 1961 to 2001. However, this gap is expected to reduce in the later years.

Overall, as opposed to the prevailing trends, the death rate will be more than the birth rate in the latter half of the 21st century.

3. The pie chart shows the proportion of people from different households living in poverty in the UK in 2002. Write an analytical paragraph to describe the information in 100-120 words.



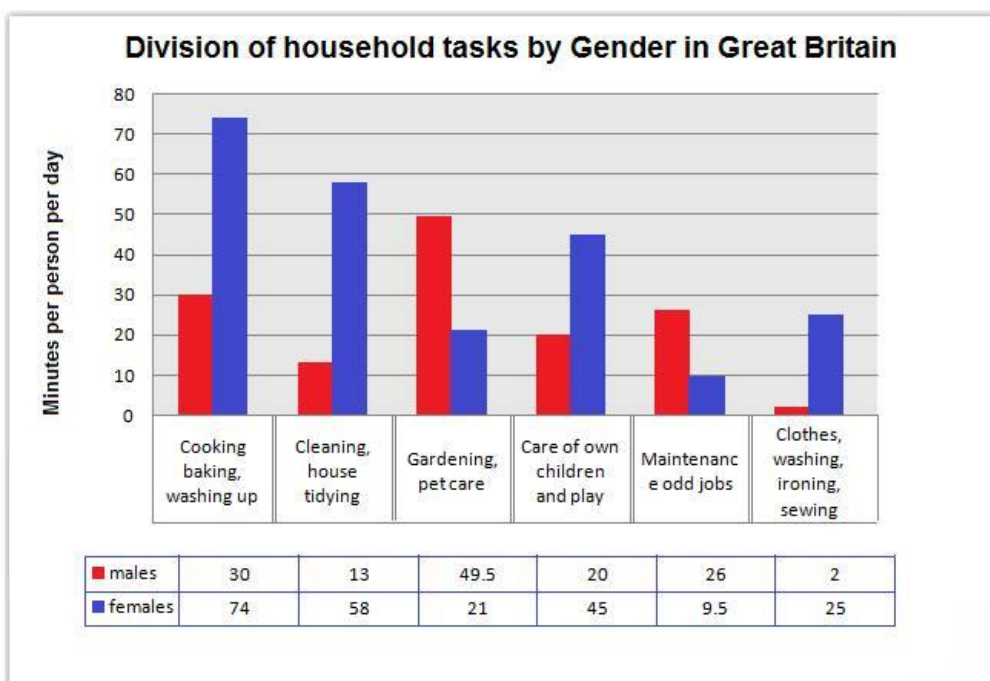
Answer: The given pie chart illustrates seven different categories of households living in poverty in the UK in 2002.

It is clearly evident from the pie chart that 26% of the total poverty-stricken households are those of sole parents. Single people without

children account for the second highest proportion with 24%. In contrast to couples without children that accounts for just 9%, couples with children account for 15% of the poor households. Single aged persons and aged couples' proportion for 12% together for poor households.

Overall, 14% of all households in the UK were living under poverty. The younger generation had a greater poor percentage than their aged counterparts. Couples without children had better economic conditions than those with children

4. The chart shows the division of household tasks by gender in Great Britain. Write an analytical paragraph describing the chart given in not more than 200 words.



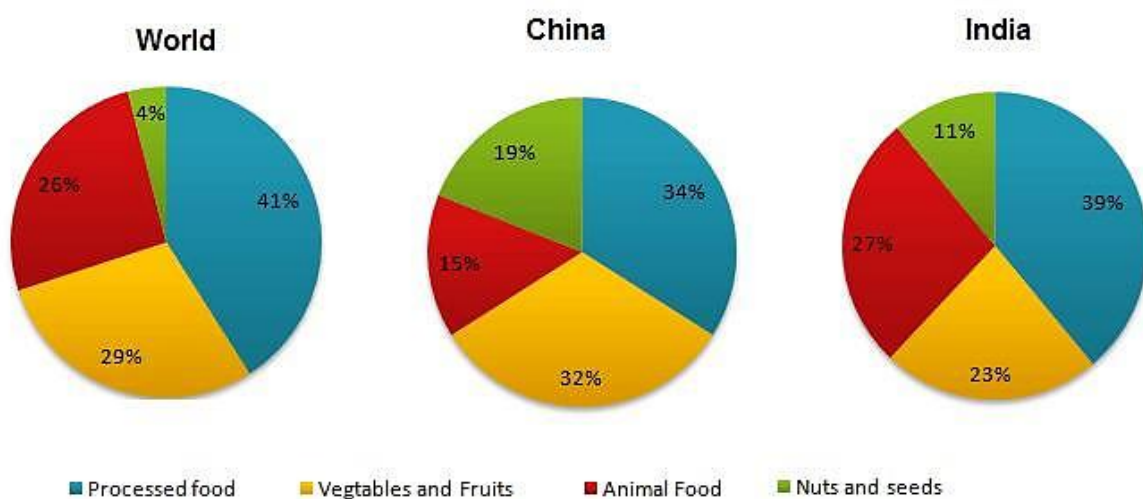
Answer: The chart shows the number of minutes per day spent by British men and women in doing household tasks. On an average, the women spend about four hours doing household tasks whereas the men spend less than two and half hours.

The tasks on which women spend more time than men include cooking, cleaning house, taking care of the children and laundry. In doing all these tasks, women spend approximately 200 minutes which is almost three

times the time spent by men in these tasks. On the other hand, men spend twice the time than women in doing tasks like gardening and maintenance of odd jobs in the house. Men spend the highest time, almost 50 minutes, in gardening and pet care. While the women spend only 30 minutes for these tasks. The time spent by men in washing, Ironing and sewing clothes is as low as 2 minutes per day as opposed to 25 minutes spent by women.

In short, women spend far more time doing household chores than men whilst men prefer to do gardening, pet care and maintaining odd jobs.

5. Below given are three pie charts showing consumption habits of India, China and World overall in 2008. Write an analytical paragraph describing the pie charts (100-120 words).



Answer: The three given pie charts depict types of food consumption in 2008 as compared in two countries- India and China. In general, processed food is the major type of food eaten.

Processed food comprises as high as 41% of the global consumption. In China and India as well, processed foods are consumed the most, the rate of consumption being 34% and 39% respectively. On an average, vegetables and fruits constitute 29% of consumption. In China, vegetables and fruits comprise 32% of food consumption which is 9% more than that

of India. For Indians, animal food accounts for 27% of their diet, exceeding Chinese food consumption by a striking 12%. However, nuts and seeds comprise almost one-fifth of Chinese food habits. This is way more than the global consumption of 4% and 11% of India.

Overall, world food consumption largely comprises processed food. Chinese consumption of nuts and seeds is unbelievably higher than the average.