



# WBCS 2022





ENGLISH

Sraya Mahendras



DESCRIPTIVE

PART-1





# DESCRIPTIVE



Don't give up before trying...





## LETTER WRITING (40 marks)

- FORMAL! already discussed Part 2 Hora-towrite.
- INFORMAL > Teday's topic





## Points to remember.....

- The prescribed format must be followed
- Do not add anything in the pattern
- While writing we must be careful about
  - a) purpose of writing do not get deroited.
  - b) the address of the receiver x \_\_\_\_\_ On ormal)
  - c) appropriate and polite language
  - d) complete message

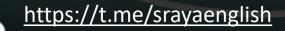


## INFORMAL LETTER

To Friends, Mother, Father, Brother, Sister, Cousin.
Grandparents etc.

(personal letter)





(address of the sender)
9th March,2022 Format
Dear Rolation Name
(body )
Content
Yours lovingly xyz.

Mahenaha b

Relation

Libhan we feel

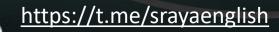
respectful

towards the

person.

Name - When there is a friendly relation between the writer & the writer & the receiver.





## Body of the letter...

Mahenaha b

As said the body must be divided into

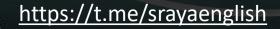
#### a)/2-paragraph

- The 1<sup>st</sup> paragraph would consist of a brief introduction and main topic //
- The 2<sup>nd</sup> paragraph would be consisting of the conclusion.

#### b) 3-paragraph

- The 1<sup>st</sup> paragraph would be consisting of brief introduction and main topic
- The 2<sup>nd</sup> paragraph would be regarding extra suggestion.
- The 3<sup>rd</sup> paragraph would conclude it.





## **Topics for practice**



- Letter to the local municipal authority complaining  $\Rightarrow$  5th Nurch 6:00 pm about poor condition of your locality.
- Letter to the Bank Manager for issuing a cheque-book /passbook/debit or credit cards.
- c) Letter to the Bank Manager complaining about failed transaction.
- d) Letter to Grand Parents enquiring about their health.
- f) Letter to friend congratulating him/her about some recent achievements.





# Letter to Grand Parents enquiring about their health. (5 points)

Hove to start > first of all, I voorld like to convey my
responds. How you all are
only medical support hell by the grace of God.

· grocery & medierre (Supply)





## WBCS BATCH 2022







**MONDAY TO FRIDAY - 11:30 AM TO 1:30 PM** 



# Scamples of Scamples of Categoria Ca

TIMING	DAYS				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				fe	W/2_
11:30	ECO	CA	ECO	POL	BEN
12:00	REAS	SCI	POL	SCI	REAS
12:30	ENG	MATHS	ENG	MATHS	ENG
13:00	GEO	HIS	GEO	HIS	HIS



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