





WBCS 2022



ENGLISH

Submit = Sranya Mahandros

FORMAL LETTER

DESCRIPTIVE

PART-1



LIVE 12:30 PM

04 MARCH 2022

DESCRIPTIVE

It's definitely not easy, but trust me it's not impossible either.....

Like
Share



Topic ① Letter ② Pre... ③ Report ④ Translation

40 marks (each)

40 marks

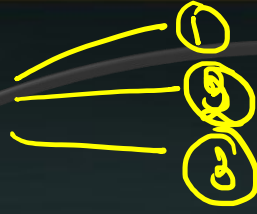
LETTER WRITING (40 marks)

• FORMAL — official

• INFORMAL — Unofficial

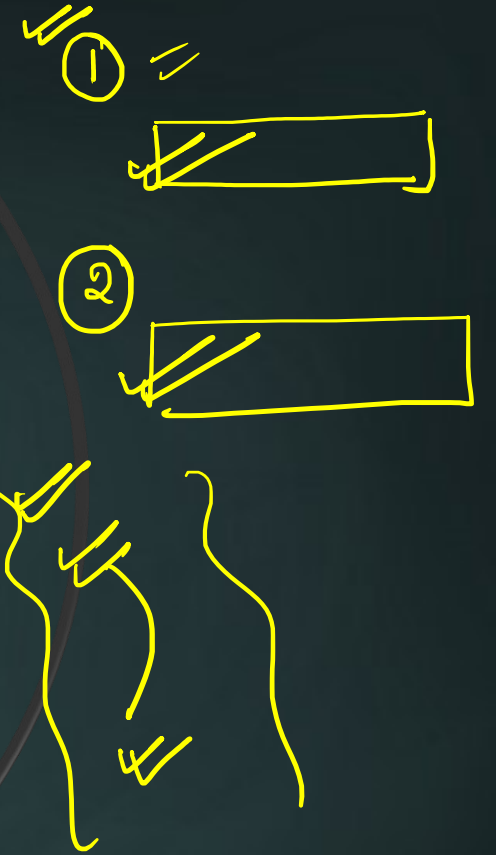
- Dialog.
- Complm
- Rare



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 ✓
 - b) the address of the receiver ✓
 - c) appropriate and polite language ✓
 - d) complete message ✓



FORMAL LETTER

To the Editor, HR officer, Principal,
Chairman, Officer-in-charge, Post master,
Authorities etc.

(official letter)



left.

150-200 words

(address of the sender)

30th August, 2020

The.....,
(address of the receiver)

Sub- (7-8 words)

Sir/Ma'am,

.....(body must be divided in 2-3 para).....

Thanking you.

Yours faithfully/sincerely/truly,
xyz.

Format

(left alignment)

leave on line.

Post

Name of the office
Add - Riv.

To, - Option

04/03/2022 α
March 4th/04, 2022.



Body of the letter...

As said the body must be divided into

a) 2-paragraph ✓

- The 1st paragraph would consist of a brief introduction and problem description along with a few suggestions.
- The 2nd paragraph would be consisting of the conclusion.

b) 3-paragraph

- The 1st paragraph would be consisting of brief introduction and description of the problem.
- The 2nd paragraph would be regarding the expected solutions.
- The 3rd paragraph would conclude it.

So, if you kindly



Topics for practice

- a) ✓ Letter to the local municipal authority complaining about poor condition of your locality. → 5th March 6:00 pm.
- b) Letter to the Bank Manager for issuing a cheque-book /passbook/debit or credit cards. → 12th March 6:00 pm
- c) Letter to the Bank Manager complaining about failed transaction. → 19th March "
- d) Letter to Grand Parents enquiring about their health. → 26th March "
- e) Letter to Mother/Father telling her/him about your life in hostel. → 2nd . April "
- f) Letter to friend congratulating him/her about some recent achievements.





WBCS BATCH 2022



SUMANA MAHENDRAS
(GS)



ANURAG MAHENDRAS
(GA/GS)



BORNON MAHENDRAS
(GA/GS)



SHIRSITA MAHENDRAS
(GA/GS)



VISHAL MAHENDRAS
(MATHS)



AYAN MAHENDRAS
(GS)



SRAYA MAHENDRAS
(ENGLISH)



NITESH MAHENDRAS
(REASONING)



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

W.B.C.S - YouTube schedule for 5-days

TIMING	DAYS				
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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

Best work





WBCS BATCH 2022



WBCS OFFLINE BATCH STARTS FORM

26TH FEBRUARY

TIMING - 1:30-5:30PM

BOOK YOUR SEAT NOW

9230141497/8017652045/6386903177/6291322109



Sraya Ma'am

For Your Any Type of English Related
Queries Join Telegram Channel :

12:30 pm.

Use ref. code- **E08717** &
get 10% discount

~~**Sraya Mahendras English**~~
(SrayaMahendras)

