





WBCS 2022



ENGLISH

FORMAL LETTER

DESCRIPTIVE

PART-2



LIVE 12:30 PM

07 MARCH 2022

Format

Left alignment

(address of the sender)

30th August, 2020

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

Sub- (7-8 words)

→ Copy from the Question

Sir/Ma'am,

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

.....

.....

Thanking you.

Yours faithfully/sincerely/truly,
xyz.

No, (area)

- / α 7/03/22

Name of the office.



Topics for practice

Today's

~~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. }
e) Letter to Mother/Father telling her/him about your life in hostel. } → 26th March "

f) Letter to friend congratulating him/her about some recent achievements. → 2nd . April "



Letter to the local municipal authority complaining about poor condition of your locality.

31, N.S. Road.
Kolkata - pin.

7th March, 2022.

To,
The Chairman.

head - Chairman



Kolkata Municipal Corporation.

Kolkata — PIN.

Subject: Complaining about the poor condition
of our locality. (7-8 words)

Sir, (start) { ① With due respect -----
(key points) { ② I am a responsible resident -----

• Ward No. ✓

•



Problem that may be highlighted.

① → broken streets / potholes.

└─ accident prone
└─ traffic.

(STG)

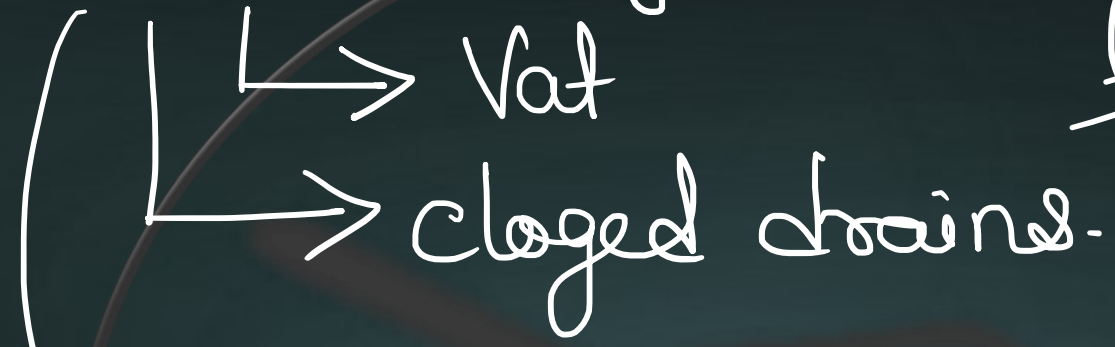
② → Street lights.

└─ broken
└─ absent

└─ affect — unsafe
 illegal activities.



③ Poor cleaning



~~ISO-200~~

Puddles
flooded
Streets.

④ disease.



⑤ Water Supply.



// => Write or Rewrite
topic 1 & submit it
by today (6:00 pm) //

Red





WBCS BATCH 2022



NITESH MAHENDRAS
(REASONING)



SANJIB MAHENDRAS
(GA)



ANURAG MAHENDRAS
(GA/GS)



SUMANA MAHENDRAS
(GS/BENGLI)



SRAYA MAHENDRAS
(ENGLISH)



VISHAL MAHENDRAS
(MATHS)



AYAN MAHENDRAS
(GS)



BORNON MAHENDRAS
(GA/GS)



GAVISH MAHENDRAS
(ECONOMICS)

LIVE 11:30 AM ONWARDS

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



Informal ✓





Sraya Ma'am

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12:30 pm - Wed - Informal

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