





WBCS 2022



ENGLISH

FORMAL LETTER

(MOST EXPECTED TOPICS)



LIVE

11:30 AM



16 MAY 2022

— 150 — 200

every word
is
included

40
letters

the
struggle

you're in

today

is developing the

strength

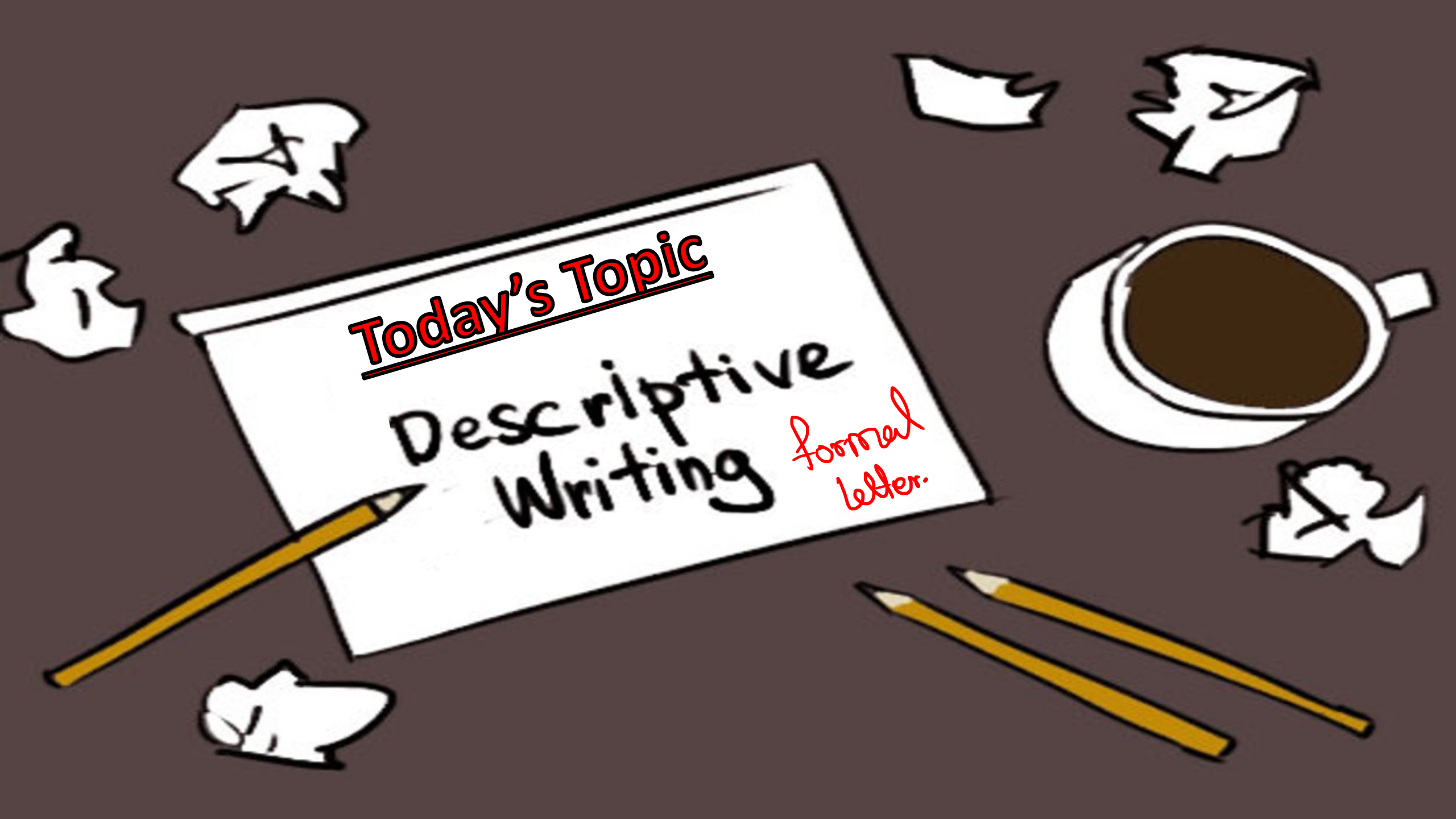
you need for

tomorrow

Today's Topic

Descriptive
Writing

Formal
letter.



format, if correctly used
fetches some marks for us.

LETTER WRITING (40 marks)

- **FORMAL** ✓✓
- **INFORMAL** ✓✓

Why are we going to
prefer a
Formal letter to an
Informal letter.



Topic

Write an Editorial letter elaborating the phrase, "The hand that rocks the cradle can rule the world".

Points to remember.....

- The prescribed format must be followed ✓✓ → discussed below.
- Do not add anything in the pattern ✓✓
- While writing we must be careful about –
 - ~~a)~~ purpose of writing ✓✓ → Don't get deviated from the topic.
 - ~~b)~~ the address of the receiver
 - ~~c)~~ appropriate and polite language – be as polite as possible.
 - ~~d)~~ complete message

Women
Empowerment



Topic

FORMAL LETTER

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

FIR ✓

✓ Share
like

(official letter) ←



Format

Informal
Dear

(address of the sender)

16th May, 2022

The
(address of the receiver)

Post

Sub- (7-8 words)

Sir/Ma'am,

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

Thanking you.

Yours faithfully/sincerely/truly,
xyz.

as per the question

left alignment.

No, Lane/Street
Area - Pin

ma'am

Madam

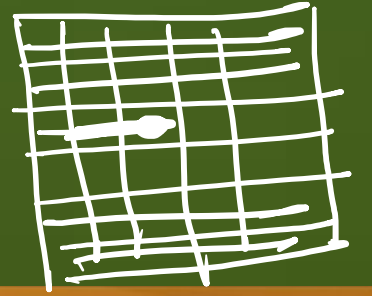
To,
The

Name of the Office
Pin - (brief address)

Process 1



Process 2



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 —
I will be highly
Obligated to you.



Topics for practice ✓✓

- a) Letter to the local municipal authority complaining about poor condition of your locality.
- b) Letter to the Bank Manager for issuing a cheque-book / passbook / debit or credit cards. ✓✓ HW.
- c) Letter to the Bank Manager complaining about failed transaction. HW
- ~~HW~~ d) Letter to Grand Parents enquiring about their health. ✓✓
- ~~HW~~ e) Letter to Mother/Father telling her/him about your life in hostel. ✓✓
- ~~HW~~ f) Letter to friend congratulating him/her about some recent achievements. ✓✓

CW

By 22nd May

Informal



Sample letter- topic 1

Sruya Mahendra

Mahendra's
YOUR SUCCESS IS OUR SUCCESS

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

33 Lajpat Nagar.

New Delhi.

Date..... 16th May, 2022

The Commissioner,
Municipal Corporation of Delhi,
Delhi - Pin.



Formal Street lights (5 min)

Points

3-6 points

- Poor drainage.
- Power cut
- Bad condition of Roads,
- Water Supply

Sample letter- topic 1

40

~~Sub- complaining about poor condition of the locality~~ (copied from question)

Sir,

1 point

I would like to bring to your kind notice the miserable condition of roads in my locality, Lajpat Nagar, Near Sabzi Mandi, Delhi. The roads are broken at many places. As a result vehicles cannot move smoothly.

1

Merge

The buses, trucks, cars, three-wheelers, have to halt after every five to six seconds just to adjust with the road breaks and pits. It has been repeatedly brought to the notice of PWD, but all in vain.



try & use a few good phrases.

Sample letter- topic 1

There is always a traffic problem on the roads. The first showers of monsoon will put the things in its worst shape. The residents are in deep distress on this account and they have repeatedly expressed their resentment through the press as well as through written complaints but nothing has so far been done.

→ Everything went in ashes.

Put oil in the fire/flame.

imitation
123137



Sample letter- topic 1

→ get on the streets to protest.

People had also (staged demonstration) last month and the authorities assured them of necessary action in the matter, but so far, all the assurances have remained mere assurances. I request you to get the roads repair and constructed without any further delay (test the anger of the public should explode).

Thanking you.
Yours sincerely,
abc

Topic 2

Sraya Mahendra

