

NIRJA SAHAY D.A.V. PUBLIC SCHOOL, KANKE, RANCHI

HOLIDAY HOMEWORK

SUB: ENGLISH

CLASS: XII

1. Prepare samples of different kinds of letters on the basis of the questions given below:

(a) Recently you went to your native village to visit your grandparents. You saw that some of the children in the age group 5-14 (the age at which they should have been at school) remained at home, were working in fields or simply loitering in the streets. Write a letter to the Editor of a national daily analyzing the problem and offering solution to it. You are Navtej/ Navita, M-144, Mount Kailash, Kanpur.

(b) You are Prem/ Parul of 16, T.T. Nagar, Bhopal. You would like to apply for the post of Marketing Manager in a reputed firm in Mumbai. Write a letter to the Public Relations officer, Chantac Enterprises, Mumbai, applying for the job. Write the letter in 125-150 words giving your bio-data.

(c) You are awaiting for class 12th results. Meanwhile you would like to do a short-term course on personality development. Write a letter to the Director, Personal Care, Hyderabad, enquiring about the course details. You are Kailash/ Kusum of 148, Model Town, Delhi.(125-150 words)

(d) You have bought a mobile phone from a reputed showroom in Mumbai but after a month it developed a serious fault. Write a complaint letter to the manager asking for immediate repair or replacement of the same. You are Sadiq/ Razia, 123, T.T. Nagar, Bhopal. (125- 150 words).

(e) Recently you travelled in a state transport bus from Chennai to Thiruvallavus, and to your shock, air-conditioning in the coach was not working properly. The quality of the maintenance of the bus was also not good.

All the way you spent the time in unbearable heat. Write a letter to the Editor, 'The Hindu', drawing the attention of the General Manager of the State transport for taking action in this matter. You are Hema/ Ganesh, 25, Auadi, Chennai.

(f) You are Pritam/ Priti, 27, WEA Karol Bagh, Delhi. You have decided to shift your residence to Faridabad and hence decided to discontinue your membership of Brain Trust Library, Karol Bagh.

Write a letter to the Librarian, requesting him to cancel your membership and refund your security deposit of Rs.5000 explaining your inability to continue your membership.