



# ENGLISH

## BOOKS - FULL MARKS ENGLISH (HINGLISH)

### COMPOSITION-I

#### I Complaints

1. You are Sujal/Sujata of Pragya Public School, Nagal, Punjab who had arranged a trip for fifty

students to Nainital in summer vacations for ten days with 'Mount Travels and Tourism'. The arrangements done by the travel agency were far below standard. The accommodation and food facilities were inferior in quality. Write a letter of complaint to the director of the agency to stop duping tourists with false promises as it tarnishes the image of locals.



[View Text Solution](#)

2. You are Ram Mehar of 32, Beedan Pura, Karol Bagh, Delhi. Last week, you bought a mobile phone from 'The Mobile Junction', 20L, Nehru Place, New Delhi. The mobile phone developed a problem within a few days of its purchase. Write a complaint letter to the dealer giving details of the nature of the problem and asking him/her to rectify the defect or replace the phone.



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3. You received a defective computer in response to your order from M/s L.R. & Sons, Main Market, Bhopal. Write a letter to the dealer requesting him to change the defective computer at the earliest. You are Haider Khan of 43-Bagh Wali Gali, Bhopal.



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4. You are Ram Avtar Sharma of 43/4, Pathan Mohalla, Hyderabad, Telengana. You bought a 'LG' Washing Machine (Automatic) from Nawab

Electronics, Secunderabad. Within a week you discovered that the machine was not working smoothly and washing the clothes properly. Moreover, it made an irritating sound. Write a letter to the dealer asking him for its replacement at the earliest.



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5. You are R. K. Gupta, the Head Librarian of M.G. Sr. Secondary School, Dibrugarh, Assam. Write a letter to M/s Atma Ram & Sons,

Guwahati, complaining about the poor quality of books supplied to your library. You can invent your own details.



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6. You are Rajbeer Singh of 20/4, Kot Mohalla, Karnal. You bought a Giant Whirphool, Refrigerator of 300 litres from Sunder Electronics, Mall Road, Karnal. Within a month you found that the freezing section of the refrigerator was not giving a satisfactory

working at all. Write a letter to the dealer complaining about it and asking him to replace the defective refrigerator at the earliest.



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## 1a Complaints

1. Write a letter to the Station House Officer of Mattencheri Police Station, Cochin complaining him about the bad law and order

situation in your area. You can give concrete and useful suggestions to protect and safeguard the interests of school and college going girls and senior citizens. You can invent your own details.



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2. The slogan: 'Atithi Devo Bhava' seems totally hollow. Encouraged by the sustained efforts of the 'Incredible India' and the natural beauty and cultural diversity of India, millions of



foreign tourists flock to Agra. You are Nazim Ahmed, a resident of Tajgunj in Agra. Open fleecing, blackmailing, and the drug trade go on uninterrupted in and around Tajgunj which is very near the Taj Mahal. This is harming the interest of the genuine foreign and domestic tourists and also spoiling the peace and tranquility of the place. Write a strong-worded letter to the Ministry of Tourism, U.P., giving some useful suggestions in this matter.



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3. You are Subhash Pandit, a resident of Rainawari in Srinagar. The stone-pelting youths, students and regular incidents of arson, sabotage and violence in the Valley, have once again brought the issue of national integration in the forefront of national politics. Write a letter to the Home Minister, Jammu & Kashmir suggesting ways and means to bring peace and tranquility in the Valley.



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4. You are Anuj/Anjana, the Coordinator of the Laughing Club of Model Town, Ranchi. You believe that laughter brings people together and adds to their happiness and intimacy. The encroachments of green belts and parks by the greedy land-mafia has made it impossible for the club like yours to operate in the park. Write a letter of complaint to the Horticulture Department to reserve a small place for the Laughter Club in the park.



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5. You are Aditi/Amar of New Friends Colony, New Delhi. The residents of your area suffer miserably due to the frequent power cuts and voltage fluctuations. This results in frequent damage to the electric appliances, Power cuts also cause a great inconvenience to students at night. Write a letter of complaint to the Chief Engineer, Electricity Board of your area seeking immediate relief and quick action.



[View Text Solution](#)

6. You are Rama Rao, the Head Boy of Class X of M.G. Reddy Public School, Vijayawada. You strongly feel the necessity of a good canteen on the school campus. Write a letter to the Principal of your school complaining him of the absence of such a basic facility in the school. Also request him to make the arrangement for a good canteen so that the students may not have to eat unhygienic eatables outside.



[View Text Solution](#)

7. You are Anuradha, the Head Girl of Swami Vivekanand Sr. Secondary School, Patna. You are distressed at the unhygienic conditions in the school toilets. Even the classrooms remain dusty and dirty. Write a letter to the Principal of your school, complaining him of this unfortunate situation. Also give suggestions to improve the condition.



[View Text Solution](#)

li Enquiries

1. You are A.R. Dalmia, Incharge of the Physical Education Department of your school. You need various items of sports for the department. Write a letter to M/s Jagbir Singh & Sons, a well known supplier of sports goods, Jalandhar enquiring him about the rates of each item and the maximum discount that they can offer to you.



[View Text Solution](#)

2. Write a letter seeking detailed enquiries from the General Manager, Holiday Inn, Kanpur for conducting the wedding reception of your younger brother at the hotel. Make specific enquiries about the catering cost per head, service and decoration charges. You can also ask for the advance amount to be paid. You are Krishna/Kamini of Kanpur.



[View Text Solution](#)



3. You are Raghu/Ragini of Nasik. As the Teacher Incharge of an excursion party that your school is sending on an educational tour to Ajanta and Ellora Caves during the Christmas vacation, write a letter of enquiry to Happy Tours & Travles, Nasik seeking information regarding transport, accommodation, etc.



[View Text Solution](#)

4. You are S. Raju/Ratna, Principal, M.S. Shukla Sr. Secondary School, Jabalpur. Write a letter to the Sales Manager of Geeta Publishers, Jabalpur enquiring about the undue delay in the delivery of books for your school library for which you placed an order three months ago. Also send a warning that you may cancel the order in case the books if they are not delivered to the Library within a week.



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## iii Placing Order

1. You are A. Rizvi, Head of the Chemistry department of Usmania Sr. Secondary School, Saharanpur. You require various lab apparatuses and chemicals for your laboratory. Write a letter to M/s Om Scientific Works, Saharanpur placing a bulk order for the purchase of various items. Mention all the necessary details of the items as well as the discounts available on the purchase.



[View Text Solution](#)

2. You are A.R. Aggarwal, General Manager, Aggarwal Enterprises, Indore. You need various items of furniture and stationery for your newly constructed head office. Write a letter to Kuber Official Works, Indore placing a bulk order for the supply giving all details of the items ordered.



[View Text Solution](#)

**3.** You are Laxman/Laxmi, the Head Librarian of Rammanna Public School, Nellore. Write a letter to Janta Book Depot, Nellore placing bulk order for books needed for the school library. You can invent your own details.



**View Text Solution**

**4.** You are Rama/Reeta, Sales Manager of Modern Shoes, Kanpur. You placed a bulk order with Messers Ramani Shoes, Kanpur for

the supply of shoes for your showroom. The firm has failed to execute the order. In spite of your many reminders, there is no positive response from them. Write a letter to the firm that you are constrained to cancel the order that you had placed to them.



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**Iv Official Letters On All Situations Solved  
Examples**

1. India is a highly populated country. People lack in maintaining proper sanitation and hygiene. As a result, they suffer from various diseases. India has a serious sanitation challenge, around 60 per cent of the world's open defecation takes place in India. Poor sanitation causes health hazards including diarrhoea, particularly in children under 5 years of age, malnutrition and deficiencies in physical development and cognitive ability. Write a letter to the Minister of Health and Family welfare India highlighting the problem

and suggesting practical ways to ensure public sanitation and the right to dignity and privacy.



[View Text Solution](#)

2. Accidents in big cities is a common phenomenon. Unfortunately, hardly anyone comes to the rescue of road victims because



of fear of harassment by the police. Now that the Supreme Court has issued guidelines that people who take road victims to a hospital will not be questioned or detained, there is no reason why bystanders/passersby should hesitate to help road victims and thus discharge their duty as responsible citizens.

Write a letter to the Chief Traffic Police Officer, Kanpur requesting him/her to make people aware of Supreme Court guidelines and urge them to help people in distress. You are

Shom/Shobha, 24, Raj Nagar, Kanpur.



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**3.** Many students from different parts of the country come to Delhi to study. Finding affordable accommodation is the main problem faced by them. Landlords charge exorbitant rents and in some cases refuse to

rent rooms to them because of their different food habits and culture. The hostel facility provided by educational institutions is too inadequate to meet the demand. Write a letter to the Education Minister, Delhi drawing attention and requesting him to take appropriate action. You are Raman/Raveena, 12, Station Road, Delhi.



[View Text Solution](#)

4. The tourism industry can bring valuable income to the country. Write a letter to the Minister of Tourism on how the government and the public can boost the development of this industry. You are Rama/Ram, 4 Rani Road, Ranchi.



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5. You are Sameer/Sapna. You are a regular visitor to the Prasad Nagar Lake. Of late, residents of the colony have been disturbed by the constant flow of foul smelling water in the lake garden and generally failing cleanliness standards. Taking hints given in the input below, along with your own details, write a letter to the Minister of Health & Family Welfare, Government of Delhi, New Delhi emphasising the urgent need to improve

the hygienic conditions of the park.



[View Text Solution](#)

**6.** As an enlightened citizen of the country, you are concerned about the problems faced by the residents of Kanpur. Using the information given in the input below along with your own

details, write a letter to the Minister of Public Works Department, Uttar Pradesh, Lucknow.



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7. You are Irina Mathews, President of 'Girls Association of India'. Using the fact sheet given below, write a letter to the the Minister, Ministry of Women and Child Development, Government of India promoting the cause of

girl child and discouraging her killing.

<i>We are proud of our</i>		
<b>GOODWILL AMBASSADORS</b>		
<i>For</i>		
<b>SAVE THE GIRL CHILD CAMPAIGN</b>		
Sania Mirza 20XX Tennis Sensation	Joshna Chinappa Junior Squash Champion	Aruna Kesavan 20XX All India Topper
Our young Girl Achievers have contributed significantly in spreading awareness about the value of Girl Child in every Indian family. Remember, we can correct the gender imbalance by caring for our daughters as we do for our sons.		

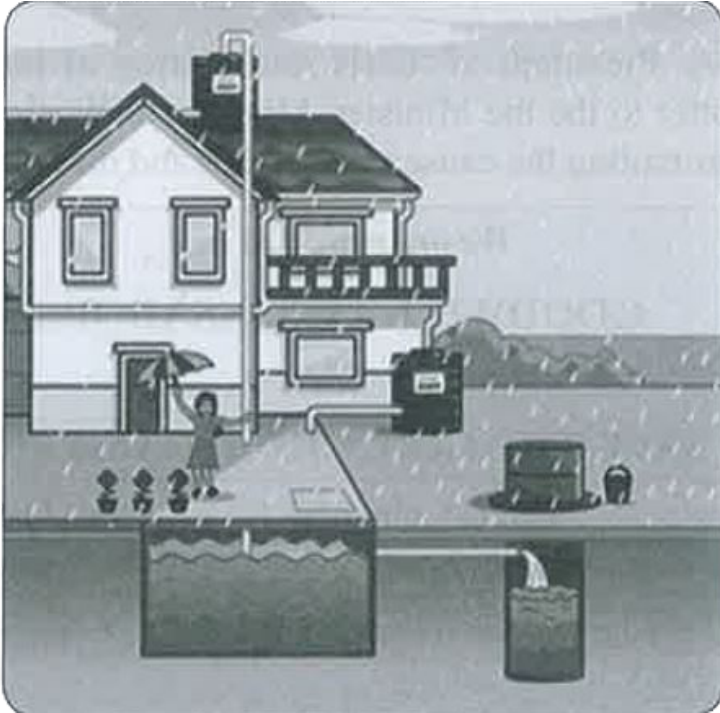


**View Text Solution**

**8.** Vineet/Vani, 165, Ramakrishna Road, Kolkata comes across the following article in a newspaper. He/She is concerned about the need of water as a basic amenity and decides to write a letter to The Minister, Water



Resources and Development, Government of West Bengal highlighting the need to save water and raise the water table.



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9. You happened to overhear the following dialogue:

Sumesh : School is so boring nowadays.

Ramesh : We are treated as machines and fed on mere facts.

Sumesh : I hope the classes were more interesting.

Write a letter to the Minister, Human Resource Development, Government of India, New Delhi suggesting how the educational curriculum could be made more flexible and relevant to the changing economy and environment. Use

the information given above along with your own ideas.



[View Text Solution](#)

**10.** You are Aamir/Archna of Begumpet, Hyderabad. You are not happy with the sanitary conditions of your locality. Using the hints given below together with your own ideas, write a letter to the Minister of Health & Family Welfare, Telengana showing your deep

concern and dismay at the pitiable sanitary conditions of your area.



[View Text Solution](#)

**11.** You are Rameshwar. You read an article in a national daily highlighting the wanton killing of animals for fun, furs and fashion. Taking help from the hints given below together with your own ideas, write a letter to the Minister, Animal Husbandary, Gujarat, expressing your

concern for the poor animals



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**12.** Ram Kumar Mishra is a resident of Ram Nagar, Bhopal. After reading a newspaper write-up that Bhopal Development Authority has decided to allot an 80-acre plot of land reserved for a garden and green belt to

develop a residential colony, you express your resentment and dismay by writing a letter to the Director, Bhopal Development Authority asking the authorities to drop this plan. Taking help from the hints given below and using your own ideas on the subject, complete this letter.

Bhopal, 20 May Bhopal Development Authority has decided to develop a residential colony near Ram Nagar. It had decided to allot an 80 acre area reserved for the green belt and garden to build flats. This decision of the authority is facing a strong opposition from

the residents and the environmentalists  
\_\_\_\_\_.



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**13.** You are Raghav/Ragini. You feel that your state Rajasthan has a tremendous potential to attract tourists, particularly international tourists. Write a letter to the Minister, Department of Tourism, Government of Rajasthan suggesting ways and means to

improve facilities for tourists to the state.



[View Text Solution](#)

**14.** Taking help from the information given below, write a letter to the Superintendent of Police, Civil Lines, Amritsar complaining about



the lawlessness and chaos prevailing in your area.



[View Text Solution](#)

**15.** Taking help from the information given below, write a letter to the Minister, Transport Department, Government of Delhi urging the administration to increase the numbers of “University Special buses on different routes in the city.



[View Text Solution](#)

**16.** You are Maya/Mohan, 48, Court Road, Saket, New Delhi. You had been to a tourist spot and were disappointed at the way the place was being maintained. Write a letter to the Minister, Department of Tourism, Delhi on how places of tourist interest should be made tourist friendly. Take ideas from the notes given below:



**View Text Solution**

17. You are Radha/Raghu, C-15, Mayur Vihar, Delhi. Write a letter to the Union Minister of Environment, Delhi on the consequences of climatic changes due to various man-made reasons. Take ideas from the notes given below:



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**18.** Taking help from the information given below, write a letter to the Union Minister of Transport, Government of India showing your concern at the rising number of vehicles and cars on the roads of big cities in India. This causes not only a great inconvenience to the people but also has become a great health hazard for others. Give your suggestions for checking the number of vehicles on roads and promoting of a cheap and affordable public

transport.



[View Text Solution](#)

**19.** Taking help from the information given below, write a letter to the Minister, Human Resources Development, Government of India showing your concern at the outdated

education system which has not helped in creating more jobs in India. Also, suggest some measures to make it more meaningful and job-oriented.



[View Text Solution](#)

**20.** You are Ram/Rehana. You genuinely feel that despite the ban on tobacco-related advertisements and the law against smoking in public places, the consumption of tobacco and its products is on the rise in India. You are

of the opinion that banning such adds will not serve the purpose. The government should come out with a blanket ban on the use of tobacco and the closure of tobacco industry. Only such drastic measures will eliminate this evil. Write a letter to the Minister of Health and Family Welfare, Government of India

expressing your views and suggestions.



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**21.** You are Arushi/Aman. You genuinely feel that 'Capital Punishment' in no way takes



justice to its logical end. Using the information given below, along with your own views, write a letter to the Minister of Law and Justice, Government of India advocating for the abolishment of 'Capital Punishment in India and abroad. Give at least three reasons

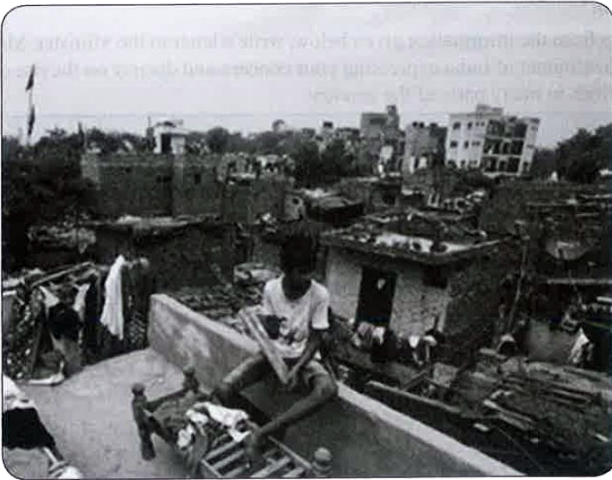
to prove your point.



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22. Using the information given below and inventing your own ideas, write a letter to the

Urban Development Minister, Government of India showing your concern at the mushrooming of illegal colonies and slums in all the metros. Also, suggest some remedial measures to stop them.



[View Text Solution](#)

**23.** Taking help from the information given below, write a letter to the Minister, Ministry of Home Affairs, Government of India expressing your concern and dismay on the rise of terrorism and naxal activities in many parts of the country.



**View Text Solution**

**24.** Taking help from the information given below, write a letter to the Minister,

Department of Animal Husbandry, Government of Odisha expressing your concern at the nuisance caused by the stray cattle on the roads of your city.



 [View Text Solution](#)

25. You are disturbed at seeing many unfortunate homeless orphans spending their

night in the open on chilly wintry nights. Using the information given below, write a letter to the Minister, Urban Development, Government of Delhi, New Delhi urging the state administration to provide free night shelters to the needy and homeless poor.



[View Text Solution](#)

**26.** Using the information given below, write a letter to the Directorate of Education, M.P., Bhopal highlighting the urgent need for opening a good public library in your area.



**View Text Solution**

**27.** You are Anup Singh, a resident of Dariba Kalan, Chandni Chowk, Delhi. You can't bear the noise pollution caused for the religious purposes. Using the hints given below together with your own ideas on the issue,

write a letter to the Minister, Department of Public Welfare, Government of Delhi highlighting the urgent need for putting a blanket ban on the use of loudspeakers at night for religious purposes.



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**28.** You are Manish/Maya, a resident of Gumla, Jharkhand. Your area faces frequent breakdown of electricity. Even the voltage is so low that it causes an extensive damage to the



electronic devices and appliances. You are a student and face a lot of inconvenience due to this frequent breakdown. Using all these hints together with your own ideas on the issue, write a letter to the Minister, Power and Renewable Energy, Jharkhand showing your anxiety and deep concern at the erratic supply of electricity. Also, suggest some ways and means to ease this critical situation.



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**29.** Taking help from the information given below, write a letter to the Minister of Sports, Jharkhand urging the need for constructing a stadium and gymnasium in your locality in Ranchi.

Information:

1. Ranchi, a capital city, lack of facilities for sports and games
2. need for the construction of a stadium and a modern gym
3. necessary for the upliftment of sports and games

4. stadium and gym provide a big incentive to sports and games



**View Text Solution**