



ENGLISH

**BOOKS - FULL MARKS ENGLISH
(HINGLISH)**

LONG COMPOSITION

**I Letter Writing A Informal Letters Solved
Examples**

1. Yesterday you received your father's letter who lives in Bhopal. He wants to know how everything is going on in your house. Write a letter to your father mentioning that everything is going on fine.



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2. You are Manika. Write a letter to your friend Radha telling her about the harms of drug abuse. Take help of the clues given below:

(puffy eyes, not able to sleep properly, mood changes , throwing tantrums)



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3. You are Abhay. You were invited to attend your best friend's sister's marriage but you couldn't attend it due to some reason. Write a letter congratulating your friend and telling him why you were unable to attend.



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4. You are Smita Parihar. Write a letter to your younger sister who lives in another city on the need to be organised in order to lead a disciplined life.



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I Letter Writing B Formal Letters Solved Examples

1. You are the librarian of Amar Public School, Sector-37, Noida, had placed an order for some

textbooks with Rainbow Books, Pratap Vihar, Ghaziabad. But the book did not reach you on time. Now you have decided to cancel the order. Write a letter to the Manager, Rainbow Books cancelling the order.



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2. You are the Head Boy/Girl of Vir Bhagat Singh Public School, Najargarh, New Delhi. You have seen that the condition of your school canteen is very bad. Write a letter to the

Principal of your school suggesting improvement in the school canteen.



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3. Ambika Publishing House, Daryaganj, New Delhi requires an Editor to edit science books upto class VII. The candidate should be graduate in any stream. Write a letter to the publishing house applying for the job. Also give your detailed resume. You are Yash/Yashita, D-101, Vishal Enclave, New Delhi.



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4. Write an application to the principal of your school requesting him/her to arrange extra classes for Maths and Science.



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I Letter Writing Letters To Editor Solved
Examples

1. You are a social worker. You feel upset as some of the good schools are admitting as many as 60-70 students in a class just to mint money. The classes are overcrowded and this is adversely affecting academic standards. Write a letter to the Editor of a national daily highlighting this corrupt practice. Sign the letter as Rohit Sharma.



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2. Taking help from the information given below, write a letter to the editor of a national daily 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 too. Give your suggestions for checking the number of vehicles on roads and promoting of a cheap and affordable public transport.

Information :

Growing number of vehicles and cars.

Emit carbon monoxide and other harmful gases.

Pollution of the air and noise pollution.

Health hazards

Affordable public transport only solution.



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3. You are Aman/Reema. 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. You decide to write a letter to the editor of a national daily expressing your views and suggestions. Using the hints given below together with your own ideas, write this letter in about 100-120 words.

Hint :

Smoking in public- law not effective -

consumption of tobacco and its product -
alarming rise in cases of oral and lung cancer
blanket ban must-closure off tobacco industry
-drastic measures and exemplary
punishments-awareness among public.



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4. Using the information given below, write a letter to the editor of a national daily highlighting the urgent need of opening a good public library in your area.

Information:

Neermahal Tripura.

No library in the area.

Lower class groups can't afford to buy books and magazines.

Public library with a good reading room .



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li E Mail Writing Solved Examples

1. You have recently won a chess tournament.

Write an e-mail to your father sharing your

happiness. Your father's e-mail Id is

snl780@gmail.com



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2. Write an e-mail to Rohan Sports, B-16,

Sector-10, Chandigarh, email:

rohansports@gmail.com placing an order for

sports articles to be supplied to your house, F-

115, Tagore Garden, New Delhi. You are Nishant/Nisha.



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iii Speech For The Morning Assembly Solved Examples

1. Anita Bajaj comes across the following article in 'The Tribune' and feels concerned about the Earth being destroyed by various pollutants. After reading the article she

decides to create awareness amongst the children of her school. She prepares a speech on 'Environmental Pollution' highlighting the effects of it and making suggestions.

'PLEASE, LET THE EARTH BREATHE'

Our country is not alone and helpless in combating its massive environmental problems. Basically, the four main issues of environmental conservation that need to be looked into are: air quality, water quality, community, land regeneration and bio-diversity conservation.



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2. Write a speech to be delivered in the morning assembly on the topic 'Cruelty to Animals'.



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3. Write a speech to be delivered in the morning assembly on the topic 'Crime against Women in Delhi'.



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4. Write a speech on 'TV viewing is Harmful for Children' for the school morning assembly.



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Iv Diary Entry Solved Examples

1. You celebrated your 16th birthday on a grand scale. All your near and dear onea were present. Write a diary entry to ezprees your feelings.



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2. You went to see the India International Trade Fair held at Pragati Maidan, New Delhi. Using-the hlna pven below together with your

idea on the subject, make a diary entry of what you saw and experienced there.

HINTS:

IIITF held at Pragati Maidan all leading countries participated Chinese dominated the show all states separate pavillions all states of India Kashmir and Goa drew maximum crowds cultural programmes Food Courts from pin to luxury coaches high prices dampened the spirit.



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3. You are Rehan/Reema of Tagore Garden, New Delhi. You and your family had to face some unpleasant experiences when an uninvited guest overstayed with you recently. Taking help from the information given in the input below, make a diary entry in 100-120 words describing your experiences.

HINTS

Guests are welcome • but only for a short period • uninvited guests create problems and inconveniences • Rohan, a distant relative of my mother • stormed into the house uninvited • no news • created a lot of inconvenience •

accommodated in a separate room • sets of new clothes • towels • cosmetics • strictly vegetarian • didn't allow meat and fish in the kitchen • witty and humorous • sang folk songs • but ultimately a nuisance • didn't think of leaving • fortunately his son came to take him • we were relieved of an unwanted burden.



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4. You are Navin/Navya of B-10, Sector-16, Noida. Last night you had horrible dream. Taking help from the input given below, make a diary entry on 'A Horrible Dream that I had Last Night'.

Hints :

The dream I had last night might never come true • first day in the exam • very worried and confused • paper very difficult • memory failed me • couldn't have right answers in mind • similar experience in other papers • results out • faced a lot of humiliation and

embarrassment • opened my eyes • it was a mere dream • God forbid it may ever come true.



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5. It was the happiest day of your life when the Principal of your school informed you and your parents that you topped the list of successful candidates in your zone. Then started the endless ringing of telephone bells. Congratulatory messages started pouring in

from friends and relatives. All the neighbours came to congratulate you on your grand success. At the end of the day, you were so much overwhelmed by happiness and excitement that you made a diary entry of the sequence of events on that fateful day. Reproduce that entry here in about 100-120 words, inventing your own details.



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6. You are Naman/Neha of Raj Nagar Extension, Ghaziabad. You celebrated your fourteenth birthday with a lot of pomp and show with your family, friends and relatives. Taking help from the information given below, describe the happy experience in your personal diary. You can invent your own details.

Hints

14th birthday • an important milestone in the life of a girl • my family had decided to celebrate in grand style • all friends, relatives

and classmates invited '• my mother helped me choosing my dress • decorations • lighting• birthday cake • songs and dance• congratulations• wonderful gifts• grand dinner• celebration co.uUnued till ntldnight.



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V Story Writing Solved Examples

1. Taking help from the given Input, develop story.

A woodcutter - chopping down tree - river bank - axe fell down in river - couldn't swim - unhappy and wept - God of Forests appeared - dived - came out with an axe of gold - "not mine" - dived again - came out with silver axe - "not mine" said woodcutter - dived again - came out with woodcutter's axe - "this is my axe" - truly honest-rewarded all three axes to the woodcutter.



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2. Using the information given below along with your own ideas, write a story.

A wise monkey - lived on a mango tree - gave ripe mangoes to crocodile - took some for wife - she was wicked - wanted to eat the monkey itself- she invited monkey for dinner- crocodile didn't cooperate -wife adamant - crocodile gave in - invited monkey for lunch - monkey on crocodile's back - in the middle of the river - he disclosed wife's plan - clever monkey told - heart hanging on the tree - back to the tree -

climbed again - laughed - 'heart is inside me'
friendship ended.



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3. Taking help from the input given below,
write a story.

Guru Dronacharya-wanted to test archery skill
- selected a tree in forest- placed a wooden
bird on a bare branch- were to hit the bird in
the eye-Yudhisthir stepped forward-"can you
see me?" asked Dronacharya. 'Yes' replied

Yudhisthir- asked him to put down the bow -
each prince replied the same - asked to retire
from the competition - finally came Arjuna -
"Arjuna, do you see me?" asked Dronacharya. •1
see only my target", said Arjuna - Arjuna hit
the bird's head.



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4. Using the information given in the verbal
input below along with your own details write
a story.

Shakuntala - living in the hut of sage Kanava -
adopted her - Shakuntala had a number of
friends and ladies - Raja Dushyanta - ruled over
India - hunting chased a deer - deer ran back
to Shakuntala - king caught sight of
Shakuntala - made up her mind to marry her -
Kanava consented - both were married - gave a
ring and promised to come back to take her
away - Shakuntala waited and waited - king
totally forgot about marriage and Shakuntala -
gave birth to a son named Bharat - went to
see king with son - lost the ring while bathing
in a river - came back disappointed - a

fisherman found the ring and gave it to the king - Dushyanta recognised the ring - was reminded fo Shakuntala - sent for her at once - both were received wannly-when Dushyanta died, Bharat ruled over India.



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Vi Article Writing Solved Examples

1. Taking help from the information given below and inventing your own details, write an

article on 'Books-Our Best Friend'.

Information:

- Human relations can be deceptive and unreliable.
- Books our best companions.
- Our friends and guides.
- Educative as well as informative.



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2. You are dismayed at the fact that no proper counselling or guidance is provided to

students in schools and colleges. Write an article on 'Career Guidance and Counselling for students' for publication in a local magazine.



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3. Write an article on 'Combating the Menace of Drugs'.



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4. Write an article on 'Corruption in Public Places and Institutions in India'.



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