

All in One

English Language & Literature
Class 10

WRITING AND GRAMMAR

Formal Letters

Letter is the most common and convenient method of expressing our thoughts and opinions. It is an important mode of communication. There are two types of letters

1. **Formal Letters** These letters are written in formal, simple and polite language. These follow a certain format. Such letters are written for official purposes to authorities, colleagues, seniors, etc.
2. **Informal Letters** These include letters written to parents, friends, relatives, etc. They are written in easy and conversational language. These are mainly used for personal communication.

Types of Formal Letters

Formal letters can be broadly classified into four types. *These are*

1. Complaint letters
2. Enquiry letters
3. Letters for placing/Cancelling an order
4. Letter to the Editor, etc.

Letters of Complaint

Letters of complaint are written to address any type of wrong doing, grievance or inconvenience arising out of a product, service etc. The purpose of such letter is to raise a concern about unfair things and seek a productive outcome. The language of these letters has to be polite.

The letter includes the following

In case of a product/service

- (i) Details of the faulty product/service.
- (ii) Nature of complaint (replacement of product or refund).
- (iii) Payment information (Bill, cash memo) etc.

In case of grievances

- (i) Details of the grievances
- (ii) Nature of complaint (social problem, personal grievances).
- (iii) Date and place of the wrong doing (if applicable).
- (iv) Compensation or corrective action required.

Any other details necessary for resolving the complaint.

Letters of Inquiry

A letter of inquiry is written when we want to get some specific information from someone. It could be about a product or a service. It is also written in response to advertisements.

The letter includes the following

- A brief introduction about yourself and/or your organisation.
- Details of the product or service required.
- Clearly mention the details you want to know.
- If there is a time limit within which you need the information, specify it in the letter.

Letters for Placing an Order

These are business letters which include placing an order for products/services from another company or organisation. They are written in a very well formatted and formal manner.

While placing an order, the writer has to be very careful about giving accurate information. Any inaccuracies may result in delayed/wrong deliveries with serious financial implications. Such letters should give

- Specifications (with quantities) of the products/services to be supplied.
- Reference number of the quotation/price list against which the order has been placed.
- Payment terms/credit terms (as applicable).
- Required date of delivery.
- Mode of transport of goods (if required).
- All taxes/delivery charges.
- Any other terms and conditions.

Letters to the Editor

These are the letters written to the Editor of a newspaper, magazine or any other regularly printed publication. Their purpose is to highlight a social issue or a problem. An ideal letter to the editor should

- grab/catch the reader's attention.
- explain the topic/issue of the letter at the start.
- explain, why the issue is important.
- state the writer's opinion about what should be done.
- be brief.
- express writer's hope for the resolution of the problem.

Points to be Kept in Mind

- The subject line should match with what is asked in the question. It should be short and to the point.
- Get right to the purpose of the letter in polite and formal language. Do not give unnecessary details.
- Be clear, concise and to the point. Stick to the word limit of 100-150 words.
- Use simple language so that the letter is easy to understand. Do not use long-winded sentences.
- Review your finished letter for clarity from the reader's viewpoint.

Formal Letters (Section B)

Parts of a Formal Letter

An effective formal letter is one which has the following parts

1. Sender's Address

It is the address of the writer. It is written at the top left hand corner of the page. If the address consists of several parts, each part should be written in a separate line.

Example 2334/31, Mangal Pandey Nagar
Ekta Park
Meerut-250002

Note You must not put a comma at the end of each line

2. Date

Either of the given formats can be used to write the date
20 January 20XX

Note Do not use abbreviation like Jan, Feb, etc and do not write 19 instead of 2019.
January 20, 20XX

3. Receiver's Address

All official letters are addressed to the authority/post of the person. Hence, we write receiver's address after addressing the official.

Example The Editor
The Times of India
Daryaganj
Delhi-110002

4. Subject

It expresses the main theme or objective of the letter clearly. It must be as brief as possible.

5. Salutation

It is the greeting to the person to whom the letter is addressed. In official letters we use

Sir/Madam, or
Dear Sir/Dear Madam.

Note When writing the salutation, we have to keep in mind the gender of the receiver, if specified in the question.

6. Body of the Letter

It contains all the information that the writer wants to convey. The body includes three main parts.

- Introductory Paragraph/Sentence** It states the purpose of writing the letter.
- Informative Paragraph** Gives details of the problem, its causes, effects, possible solutions, etc.
- Concluding Paragraph/Sentence** It states your hopes, comments, requests, suggestions, etc.

7. Complimentary Close

It's a courteous way of ending the letter. We can write

- Yours sincerely
- Yours faithfully
- Yours truly

Note 1 The first letter of second word (here 's', 'f', 't') is never written in capital.

Note 2 Do not use Your's instead of Yours.

8. Signature

This is the sender's name. If applicable, the sender's designation may be added below the name.

Format of Formal Letter

You are Ritika, a resident of Delhi. With the increase in choice of processed food and an inactive lifestyle, the problem of obesity is rising. Write a letter to the Editor of 'The Times', Mumbai, expressing your concern regarding the issue and suggest measures that can be taken to reduce the problem (150-200) Words).

36-D, Nehru Enclave Jangpura New Delhi 110014	Sender's Address
1 March, 20XX	Date
The Editor The Times Mumbai-400001	Receiver's Official Capacity and Address
Subject: Increasing Problem of Obesity	Subject
Sir	Salutation
Using your newspaper as a medium, I wish to throw light on the problem of obesity which is increasing exponentially/rapidly.	Introductory Sentence
Obesity is a medical condition in which excess body fat accumulates to an extent that can have negative health impacts. It is caused mainly when we consume food high in calories and do little or no exercise.	
The advancing technology has prompted people to adopt an inactive lifestyle as anything and everything can be done with just a 'click'. Also, we are fully aware that processed food, which have become very common today, have high amount of calories. Both these factors are the primary cause behind increasing obesity.	Informative Paragraph
It is high time to take measure against this problem. Yoga camps and other physical activities can be organised at regular intervals. Government has also installed gym equipments in public parks which can be used by general public. The production of processed food having calories above a certain limit should be regulated by the government. Awareness campaigns can also be organised.	
I hope my thoughts might bring some positive change	Concluding Sentence
Yours sincerely Ritika	Complimentary Close Signature

Formal Letters (Section B)

Solved Examples

1 You are Shalini/Shashank living at 39, Kailash Colony, New Delhi. You have noticed that children are working in tea stalls begging at intersections, etc in spite of laws prohibiting child labour. Write a letter in 150-200 words to the Commissioner, Delhi Police, showing your concern about it and requesting strict implementation of law.

CBSE 2019

Ans. 39, Kailash Colony
New Delhi
15 January, 20XX
The Commissioner
Delhi Police
New Delhi

Subject Strict Implementation of Laws against Child Labour
Sir

As a concerned citizen of the country, I would like to draw your attention towards the increasing cases of child labour despite the laws that have put a ban on child labour. Every day we come across children working at tea stalls, purchase shops, selling or begging at different intersections. These children are the future of our country. If given education, some of them might become productive citizens. Such children generally belong to poor families who do not even have enough money to eat. Although there are many schemes and campaigns being run by both Central and State governments, the issue of child labour remains unresolved. This is only because of the lack of proper implementation of laws against child labour. Hence, it is high time that the government and concerned authorities should take strict actions against those who violates these laws, even if it is the parents of the child. I sincerely hope that you will take my request seriously and look towards improving the implementation of child labour laws.

Yours faithfully
Shalini/Shashank

2 You are Vaibhavi Sinha, examination incharge, Goodway Public School, Aurobindo Road, Indore. You require 4 reams of white paper, 2 packets of carbon paper, one dozen registers, blue and red ball point pens (50 each). Place an order with Sunrise Stationery Mart, 12 Mall Road, Indore mentioning terms of payment, discount asked by you and delivery date.

CBSE 2020

Ans. Goodway Public School
Aurobindo Road, Indore
March 5, 2019
Sunrise Stationery Mart
12 Mall Road, Indore
Subject Placing an order for Stationery
Sir/Ma'am

I would like to place a bulk order of stationery item for the academic session 2020-2021. The particulars of the product and the quantity to be supplied are given below

S.no	Product	Quantity
1.	White Paper	4 reams
2.	Carbon Paper	2 packets
3.	Registers	1 dozen
4.	Blue Ballpoint pens	50 units
5.	Red Ballpoint Pens	50 units

Please send us fresh supplies by 4th July. Any delivery after that would be returned back. Also, send the bill at the time of delivery. As always, we will first check the supplies and then transfer the payment digitally.

We hope that we will get additional discount than the regular discount given that we are your regular customers.

Yours truly
Vaibhavi Sinha
Examination Incharge
Goodway Public School

- 3 You had taken an Annual Maintenance Contract from M/s Cool Service Agency, Panchkula, for maintenance of the 16 Samsung air conditioners installed in your office in Sector 17, Chandigarh. However the service is irregular and unsatisfactory. Write a complaint letter to the proprietor of the agency. Invent necessary details. You are Dev Arora, Punjab Coaching Institute, Sector 7, Chandigarh, (150-200 words).

Ans. Punjab Coaching Institute
Madhya Marg, Sector 7
Chandigarh-160007
7 May, 20XX
The Proprietor
M/s Cool Service Agency
Sector 4, Panchkula-134112

Subject Complaint about Unsatisfactory Annual Maintenance Service for Samsung ACs.

Sir

We had taken an AMC (Annual Maintenance Contract) for our 16 Samsung air conditioners with your agency under contract no AMC 23/VI on 15 March, 20XX. At that time, we were assured by your Marketing Executive that your service engineer would carry out a monthly preventive maintenance visit in the first week of every month and any other complaints registered by us will be promptly attended to within one day.

Unfortunately, the preventive maintenance monthly visit for May has not been held so far. Last month, two of our complaints got unsatisfactory response from your side, as they were attended after 4-5 days. This is causing great inconvenience to us. Our students have started complaining and threatening to boycott classes due to the discomfort during summer.

You are requested to initiate action at the earliest so that you honour the terms of the AMC. Otherwise, we will be compelled to go to the consumer forum for redressal.

Your faithfully
Dev Arora
Manager

- 4 You had 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 of the showroom asking for immediate replacement of the same. You are Sadiq/Razia, 123, South TT Nagar, Bhopal. (150-200 words).

Ans. 123, South TT Nagar
Bhopal-462003
17 November, 20XX
The Manager
Multimedia Stores
345/7, Dr Bhadkarnkar Marg
Mumbai-400004

Subject Complaint regarding Defect in Apple iPhone within Warranty Period

Sir

On my last visit to Mumbai, I had bought an Apple iPhone 7 (SR No. 7778906) from your showroom on 16 October, 20XX. The cash memo number is MS/456/17-18. Unfortunately, the phone has stopped working suddenly, which is surprising for such a high quality product. There has been no external damage to the phone. I have neither dropped it nor mishandled it. Also, I have not downloaded anything from non-reliable sources.

So you are requested to inform me the action that needs to be taken for free replacement of this phone. You are welcome to contact me on 98765XXXXX for any clarification. Please resolve this problem as soon as possible.

Your faithfully
Sadiq/Razia

Exam Practice

- 1 You have lost your original certificates of class X and XII. You want to get their duplicates issued but you do not know the procedure. Write a letter to the Chairman, CBSE, Preet Vihar enquiring about the fee to be deposited, mode of payment, time taken by the board for issuing duplicate certificates and any other formalities. You are Tarun/Taruna, 7/9, Kunj Apartments, Shimla (150-200 words).
- 2 You are Sudhir/Sita, the Head Boy/Girl of ABC Public School, Jayanagar, Bengaluru. Your school has planned an overnight excursion of students and teachers to Mysuru and nearby areas. Write a letter to the Secretary, Ace Youth Hostel, Mysuru requesting him to send you a quotation for the costs of providing accommodation for 15 girls, 20 boys and two teachers for two days next month. Specify the dates when you want the accommodation and any other terms and conditions. (150-200 words)
- 3 You are the Head of Housekeeping Department in a three star hotel. Write a letter to the Manager, Herbal Bath Care, Ajmal Khan Road, Indore, making an enquiry about some towels, rugs and other bathroom products for the hotel.

Advertisement

Institute of Hospitality Management F-5, Junk Road, New Delhi
A few seats available in Housekeeping course, contact immediately for further details.

- 4 You are Ramesh Kumar/Radhika Kumari, 12A, Fort Road, Agra. You read the above advertisement in a local daily. You want to pursue the course in housekeeping. Write a letter to the Director of the Institute inquiring about the duration of the course, fees and other details. **CBSE 2019**
- 5 Write a letter to Lightways Sports, Amrapalli, Thane, placing an order for sports articles (minimum 4 items) to be supplied to your school, ABC Matriculation School, Civil Lines, Pune. Sign as Ravi/Raveena, Sports Secretary (150-200 words).
- 6 You are Ambika/Mohit, Librarian, High Scope Public School, Hauz Khas, Delhi. Write a letter to Jindal Publishers, Pratap Vihar, Delhi to place an order for English to Hindi dictionaries, illustrated children's encyclopedia, fiction books, etc. for your school library. Request them for a catalogue, discount offered, mode of payment and time taken for delivery (150-200 words).
- 7 You are Vidushi/Vishal, Hostel Warden, Zenith Public School, Kosi Kalan. Write a letter to the Sales Manager, Bharat Electricals and Domestic Appliances Limited, Delhi, placing an order for fans, microwaves ovens, geysers and tubelights that you wish to purchase for the hostel. Also ask for the discount permissible on the purchase (150-200 words).
- 8 As head of the music department of your school, write a letter to Mysore Music Associations, placing an order for some instruments such as flute, casio, sitar, harmonium, etc. You are Nandini/Namit of Army School, Safdarjung, Enclave, Delhi.
- 9 You are Tanvi/Shirish of Safdarjung Development Area, New Delhi. You are extremely disturbed about the attacks on old people living alone. Write a letter to the Editor, 'The New Indian News' making people sensitive to the problem. Make suggestions to the people living alone and the authorities to ensure that such attacks do not take place. **CBSE 2019**
- 10 You are Nikita/Nikhil. Write a letter to the Editor of Times of India expressing your views about Global Warming and suggest its remedies.
- 11 You are Prabhu Kumar/Parvati of 17E, Ravi Dass Road, Kochi. Write a letter to the Editor of a newspaper about the nuisance caused by loudspeakers in the city during examination days drawing attention of the concerned authorities to the problem. **CBSE 2018**
- 12 You are Hema/Hemant, 14/9, Hill Apartments, Jaipur. You are not satisfied with the facilities for tourists in Jaipur. Write a letter in 150-200 words to the Editor of a local daily giving suggestions on ways to improve the facilities for tourists.

Answers

1 7/9, Kunj Apartments
Shimla
10 December, 20XX
The Chairman
CBSE
Preet Vihar
New Delhi

Subject Procedure to get Duplicate Certificates

Sir

This is to inform you that I Tarun/Taruna passed class X (Roll no. 90XXXXX) in the year 2016 and class XII (Roll no. 105XXXX) in the year 2018 from CBSE Board.

Unfortunately, I have lost my original certificates of class X and class XII as the bag containing those certificates has been stolen. Now, I urgently need the duplicates of those certificates.

Therefore, please let me know the following details

- Procedures to get the duplicate certificates.
- The amount of fee to be deposited.
- Mode of payment.
- Time taken by the board to issue the certificates.

Also, if there is any other formality to be completed. Please do let me know. I would be much obliged.

Thanking you
Yours sincerely
Tarun/Taruna

2 ABC Public School
Jayanagar
Bengaluru-560070
23 October, 20XX
The Secretary
Ace Youth Hostel
Mysuru-570001

Subject Cost of Accommodation for a Group of Students for Two Days

Sir,

This is to inform you that our school has planned an overnight excursion of students and teachers to Mysuru and nearby areas on 10th and 11th November, 20XX.

There would be 15 girls, 20 boys and two teachers in the group. They would need the overnight accommodation on the night of 10th November in Mysuru. The group will reach at 11 am on 10th and will depart by 5 pm on 11th November. Therefore, two dormitories for students (one for girls and one for boys) and two single rooms for teachers would be required).

kindly let us know that cost of accommodation accordingly, at the earliest. Further, if you need any more information, you may contact the undersigned.

Yours sincerely
Sudhir/Sita
I-Head Boy/Head Girl
Contact No. 97546XXXXX

3 Golden Star Hotel
GT Road, Indore
20 May, 20XX
The Manager
Herbal Bath Care
Ajmal Khan Road, Indore

Subject Inquiry about some Bath Care Products

Sir

We are an established chain of hotels in Indore. We need bathroom rugs, mats, towels, napkins and shower caps for our hotel at GT Road. Please provide us a copy of your brochure along with the price list. Also let us know if you would be willing us to provide a special discount of 25% on the bulk order.

If the quality of your products, their prices and your terms suit us, we would like to place the order. I look forward to your quick response.

Yours sincerely
Mahendra Nagpal
(Head-Housekeeping)

4 12A, Fort Road
Agra
14 March, 20XX
The Director
Institute of Hospitality Management
F-5, Junk Road
New Delhi

Subject Inquiry about Housekeeping Course

Sir

With reference to your advertisement in Agra Patrika dated March 11, 20XX, I would like to know the details of the Housekeeping Course offered by your reputed institute.

I am a Commerce graduate and wish to make a career in Hospitality industry.

So, kindly provide me the following information

- The course details
- Amount of fees to be paid
- Mode of payment
- Accommodation facilities
- Job prospects via you institution
- Any other information regarding the course

I would be grateful if you provide me the details as soon as possible so that I can take the decision of enrolling myself in the course.

Yours sincerely
Ramesh Kumar/Radhika Kumari

5 ABC Matriculation School
Civil Lines, Pune-411013
11 August, 20XX

Lighways Sports
Amrapalli, Thane-400203

Subject Purchase Order for Sports Articles

Sir

This is to inform you that we require the following sports articles for our school's sports room

S.No.	Item Description	Brand	Quantity
1	Football with bladder	Nivea	4
2	Cricket bats	SVG	6
3	Cricket balls	SVG	6
4	Batting Gloves (pairs)	SVG	8

Please send these items at the price mentioned in your quotation no, 15A/23/17-18 dated August 4, 20XX. The delivery can be made to the school on any weekday between 8 AM to 2 PM. Payment will be made after the consignment is received and checked by the schools' games department. Please ensure that the quality of products matches the standard of the samples shown. If defects are found in the goods, the whole consignment will be returned without any payment.

Yours sincerely
Ravi/Raveena
Sports Secretary

- 6 High Scope Public School
Hauz Khas
Delhi
23 October, 20XX
Jindal Publishers
Pratap Vihar Delhi

Subject Purchase Order for Books

Sir

This is a reference to our telephonic conversation on October 15, 20XX regarding an enquiry about certain books for school children. Based on your verbal quotation, I would like to place an order for the following books

S. No.	Name	Quantity
1	English to Hindi Dictionary	20
2	Illustrated Children's Encyclopedia	25
3	Panchatantra	15
4	Nancy Drew : Compiled Mysteries	15
5	Arabian Nights	15

Please make sure that the latest editions of these books are delivered in proper condition. We will be pleased if you give us a suitable discount and send us a catalogue too. Also, let us know the mode of payment and time taken to deliver.

Your sincerely
Ambika/Mohit
Librarian

- 7 Zenith Public School
Kosi Kalan-28140
11 March, 20XX
Sales Manager
Bharat Electricals and Domestic Appliances Limited
Delhi

Subject Purchase Order for Electrical Goods

Sir

This is to inform you that we are placing an order for the following electrical goods at the prices mentioned in your price list no. BE DA/43 dated January 1, 20XX.

S. No.	Item	Brand	Quantity
1.	Ceiling Fans 36"	Usha	10
2.	Table Fans 12"	Usha	10
3.	Microwave Ovens	Thompson	2
4.	Geysers 2.5 KW	Thompson	5
5.	Tubelight Fixtures	Philips	20

Please deliver the goods to school hostel on any week day between 9 AM to 1 PM. We also request you to provide some discount on this purchase. Payment will be made after the consignment is received and checked by the Hostel Committee of the school. If any defect is found in the products, the whole consignment will be returned without any payment. If you have any query, feel free to contact the undersigned.

Yours sincerely
Vishal/Vidushi
(Hostel Warden)
(Mobile No 99680XXXXX)

- 8 Army School
Safdarjung Enclave
Delhi
12 April, 20XX
The Proprietor
Mysore Music Associations
Delhi

Subject Order for Musical Instruments

Sir

This is to inform you that our school's management has decided to order music instruments from your company. The prices mentioned in your quotation no. 12/49/17/82 dated April 8, 20XX have been approved. The list of the instruments required is given below

S.No.	Name of Instruments	Quantity
1.	Flutes	
2.	Casio	20
3.	Sitar	5
4.	Harmonium	3
5.	Drums	5
		2

Kindly ensure that the delivery is made within 15 days between 10 AM to 2 PM. I am sure that proper packing of the instruments will be taken care of. Any damage caused during transportation will be your responsibility. The payment will be made only after the quality of the instruments has been checked and approved by the school management. For any enquiry, feel free to contact the undersigned.

Yours sincerely
Nandini/Namit
(Head-Department of Music)
Mobile No. 97604XXXXX

- 9 Safdarjung Development Area
New Delhi
29 June, 20XX
The Editor
The New Indian News
54, RK Puram
New Delhi

Subject Increasing Attacks on Old People

Sir

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities regarding the increase in attacks on old people living alone. It is extremely disturbing to see the growing feeling of fear and insecurity among the elderly due to frequent attacks on them.

They are not safe even in their homes. They are an easy prey for attackers because they are weak, they live alone and prefer to keep money and all their valuable belongings in the house.

The increase in the attacks is an evidence of our negligence towards the welfare of the elderly. We must make serious and collective efforts to fight with this problem. CCTV cameras should be installed on all streets and corners. Neighbours of such elderly people living alone should have some responsibility towards their welfare.

I hope the authorities will be more alert and initiate strict steps to encounter the enemies of humanity.

Yours sincerely
Tanvi/Shirish

10 34, Rajon Nagar
Jaipur
28 May, 20XX
The Editor
Times of India
New Delhi

Subject The Issue of Global Warming

Sir
Through the column of your esteemed newspaper, I want to express my deep concern regarding the increasing global warming. Due to this, climatic changes are visible everywhere. Polar ice caps are melting rapidly. This is increasing the danger of many coastal areas getting submerged due to increase in sea-level. Emissions of green house gases must immediately be controlled along with the large scale afforestation. Use of public transport should be given preference because carbon emission caused due to vehicles is the main source of green house gases.

I hope my ideas would increase public awareness and some positive changes might be brought.

Yours sincerely
Nikhil/Nikita

11 17E, Ravi Dass Road
Kochi
15 March, 20XX
The Editor
The Hindu
Chennai

Subject Nuisance caused by the Loudspeakers

Sir

I write this letter to express my anguish and annoyance over the problem of loudspeakers during the examinations. The final examination are just around the corner. The loudspeakers disturb our studies in the day and sleep in the night. Despite the ban on loudspeakers after 10 pm, many people are seen frequently violating this rule. I suggest that the municipal authorities should take strong action against the people responsible for creating such disturbance. They could either be penalised with heavy fines or banned altogether. Also, during the permissible hours, the authorities should ask people to keep the sound below a certain tolerable level, so that students are not disturbed.

I hope that the authorities will take this problem seriously and make sincere efforts to counter it.

Yours sincerely
Prabhu Kumar/Parvati

12 14/9, Hill Apartments
Jaipur
26 December, 20XX
The Editor
The Jaipur Times
Jaipur

Subject Improving the Facilities for Tourists

Sir

Through the column of your reputed daily, I would like to highlight the issue of unsatisfactory tourist facilities in the city of Jaipur. Being one of the best tourist destinations of India, Jaipur, the Pink city, highly fascinates the tourists especially foreigners. Consequently, one expects to find efficient facilities for all tourists. But many tourist sites lack basic facilities like cleanliness, proper sanitation and clean drinking water.

We need to make this city tourist friendly. The concerned authorities should look after the facilities of drinking and sanitation at all tourist spots. Only licensed hawkers and rickshaw pullers should be allowed near the place. Even the prices should be regulated and displayed in public so that the tourists are not cheated.

I hope that any suggestions would reach the concerned authorities through your newspaper and suitable measures would be taken to make our city a paradise for tourists.

Yours sincerely
Hema/Hemant

Self Assessment

- 1 Recently you travelled in a State Transport luxury bus from Chennai to Thiruvalluvar. To your shock, the air-conditioning in the bus was not working properly. The quality of the maintenance of the bus was also not up to the required standard of a luxury bus. Throughout the journey you spent the time in unbearable heat. Write a letter to the General Manager (Maintenance) of the State Transport for taking action in this matter. You are Hema/ Ganesh, 25, Officers Quarters, Avadi, Chennai.
- 2 You are Rajeshwari/ Rajesh, President, RWA, Govindpuri, Bengaluru. The main park in your locality, which was once a model park, lies in a state of utter neglect. It has become a favourite spot for anti-social elements and also a permanent resting place for stray animals. Write a letter to the Municipal Commissioner requesting him to instruct the horticulture department to take prompt action and restore the park to its original condition.
- 3 You are Ravi/ Renu of Ravidas Chowk, Sadar Bazar, Moradabad. You had bought a copy of the Social Science textbook of Class X, UP Board, from a nearby bookshop. After reading the book, you find that there is overlapping of print on a few pages. Also, some pages are missing due to defective binding. Write a letter of complaint to the publishers, M/s Sarojini Publishers, Bareilly, asking for a free replacement.
- 4 You are Ashwini/ Aradhana, of 1/169, Civil Lines, Agra. You have recently purchased a new washing machine from the showroom of M/s Vikki Sales Corporation. However, the performance of the machine leaves much to be desired. Write a letter complaining about the poor performance to the Customer Service Incharge of the company mentioning clearly the problems observed. Also state the action you want to be taken from their side.
- 5 Write a letter to the Superintendent of Police of the district complaining about the unauthorised construction of a block of three shops adjacent to the public park in your area. You are Suresh/ Sarojini, President of the Residents' Welfare Association of your area.
- 6 You are awaiting your class 10th results. Meanwhile you would like to do a short-term course on personality development. Write a letter to the Director, Professional Careers Institute, Hyderabad, enquiring about the course details. You are Kailash/Kusum of 148, Model Town, Delhi. (150-200 words)
- 7 As a health conscious person, you noticed an advertisement in the newspaper on Yoga classes, in your neighbourhood. Write a letter to the organisers of yoga for public, R K Puram, New Delhi requesting him/her to send you information about the duration of the course and other relevant details. You are Shweta/Srikar of 15, R K Puram, New Delhi. **CBSE 2019**
- 8 You are Salim/ Sarika, Administrative Officer of M/s Sanjeev Security Agencies, Saharanpur. You are opening your new office in the city for which you require suitable office furniture for an office with two rooms and a hall. Draft an enquiry letter to M/s Office Suppliers, Saharanpur, asking for a quotation for the items required. Specify the number required to each item and ask for credit in payment. (150-200 words)
- 9 You are Chandan/Chandni, Manager of Smart Detective Agency, Patna. You require an Annual Maintenance Contract (AMC) for the three air conditioners and one refrigerator in your office. Specify the size/capacity of the items for which AMC is required. (150-200 words)
- 10 Write an enquiry letter to the Manager of Saryu Banquet Hall, Udham Singh Nagar, for catering of the wedding reception of your younger brother after 15 days. (150-200 words)
- 11 You are Samrat, a student of Class X and a resident of Mumbai. You are interested in learning French in your summer vacations. Write a letter to the Director of Language Learning Institute, Colaba, Mumbai, asking him about the various courses offered by the French during the summers. (150-200 words)
- 12 You are Karan/Kirti of Ramesh Nagar, Ghaziabad. Write a letter to Friends Travel Agency, Central Market, Ghaziabad to make an inquiry about their special tour package for Europe. Invent the necessary details. (150-200 words)
- 13 You are the Principal of Sophia Girls School, Patiala. Write a letter to the Manager, Perfect Sports Distributors, Ludhiana, inquiring about the prices of various sports items and kits that you need for your school. Specify the details of the products required. (150-200 words)

- 14** You are Devinder/Damayanti, Secretary of your school's Science Club. Write a letter to M/s Scientific Suppliers, Kashmiri Gate, Delhi, placing an order for working models of Physics principles (3 items—give names) for your club based on the price list given by the supplier. Invent the necessary details (150-200 words)
- 15** You are Garima/Girish, Manager, Sindhu Enterprises, Ranchi. You need various furniture items for your newly constructed head office. Write a letter of M/s Office Equipment Corporation, Ranchi, placing a bulk order for various items of office furniture (minimum 4), giving necessary details. Ask for discount on bulk purchase and base your order on the supplier's quotation no OEC/34/17-18. (150-200 words)
- 16** Write a letter to M/S Laxmi Stationary Mart, Chawri Bazar Delhi placing an order for essential stationary products (minimum 4). You are RK Mittal, Office Superintendent, Bundelkhand Public School, Jhansi (150-200 words).
- 17** You are Nehal Choudhary, Computer incharge, of DIPS, Rohini, New Delhi. Your school wishes to buy computers and computer accessories from Delhi Inc. Nehru Place, New Delhi. Draft a letter placing order giving all the specification of the product and quantity. (150-200 words)
- 18** You are Raman/Reema. As manager of Sunrise Boutique, write a letter in 100-150 words to the manager of Decor Emporio placing your order for furnishing and upholstery (such as curtains, carpets, sofa covers, etc) for your Boutique.
- 19** Write a letter to Pankaj Groceries, Rajguru Market, Hisar to place an order for some crockeries. You are Raj/Ritu, Store incharge, Shahi Catering Services, Karnal. Give the specifications and quantity of the items you need. (150-200 words)
- 20** You are Rohan/Rohini of 77/84 A, Exchange Road, Kanpur. Write a letter to the Manager, Golden Bakery, ordering some confectionary items (muffins, pastries, cookies etc) for your society's party. (150-200 words)
- 21** You are Amar/Asha, Head of Chemistry Department of Roshanlal 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. (150-200 words)
- 22** Influence of friends can have both positive and negative impact on the students. Write a letter to the Editor of a national daily discussing how we can make it positive and productive. You are Arun/Aruna 24 Mall Road, Chennai. **CBSE 2016**
- 23** The tourism industry can bring valuable income to the country. Write a letter to the Editor of a popular daily on how the government and the public can boost the development of this industry. You are Rama/Ram, 4 Rani Road, Ranchi. **CBSE 2015**
- 24** There is a flood of advertisements on television channels these days. Useless commodities and superstitious beliefs are promoted through glamorous and exaggerated presentations. Write a letter to the Editor, "New Indian Express", about the negative influence which such advertisements have on the minds of the people. You are Radha/Ramesh of Mayur Vihar, Lucknow. **CBSE 2015**
- 25** Your grandfather is very upset about the rising prices and keeps thinking of this golden times when things were very cheap. You are very convinced that inflation has made life difficult for the common man. Write a letter to the Editor of a national daily describing the difficulties faced by poor families. **CBSE 2014**
- 26** Write a letter to the Editor of a national newspaper regarding creating awareness towards health and hygiene among rural people. You are Madhav/Madhavi of Mahaveer Nagar, Jaipur. **CBSE 2014**
- 27** Write a letter to the Editor, The Times of India, about evoking awareness for the use of solar energy among the citizens of India. You are Daman/Damini from Vijay Nagar, New Delhi. (150-200 words)
- 28** You are Chitra/Chitraranjan, 55, Brindawan Lane, Bhopal. Write a letter to the Editor of a local newspaper expressing concern about the misbehaviour of some auto-rickshaw drivers in the city. **CBSE 2019**
- 29** You are Rohit/Reena of 1/117, Kailash Colony, Mathura. You are preparing for your X Class Board Examination, but due to frequent electricity cuts, it is becoming difficult for you to concentrate. Write a letter to the Editor, 'The National News' highlighting the problem. **CBSE 2019**

CHAPTER

02

Analytical Paragraph

An analytical paragraph is a written text based on the analysis of a data. It basically explains your thesis or arguments regarding a subject with evidences. In other words, an analytical paragraph does not just describe the data but also points out some specific parts from it to justify your statement. For writing an analytical paragraph following strategies to be kept in mind

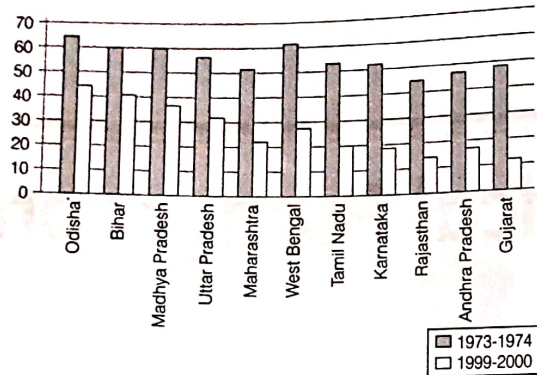
- Read the data carefully.
- Understand the topic on which analytical paragraph to be written.
- Carefully study the trends, figures and information given for analysis.
- Use the trends as an evidence to support your statement.
- Give a clear introduction and conclusion.
- Try to avoid repetition of information.

Elements of An Analytical Paragraph

- **Claim or Topic Statement** Make a clear statement or give a title to your para about you want to communicate based on the given data.
- **Evidence** Use the figures or the textual information to justify your argument.
- **Explanation** Explain your analysis and understanding of the data in detail.
- **Conclusion** End the paragraph with rewriting your argument in a new way.

Format of Analytical Paragraph

Given alongside is a graph that pertains to the percentage of the population living below the poverty line across different states of India in two years, 1973-74 and 1999-2000. Use the information provided to write a paragraph on the age-old problem of poverty in India. Mention the regional trends and the way the scenario has changed over the years.



Poverty : A Perennial Problem in India

Poverty in India has manifested itself in many ways. It has become one of the major ever-continuous problems that our country faces today. Be it landless laborers, street cobblers, rag pickers, vendors or beggars, all of them fall under the category of "poor". Even though there has been a decrease in the population of people living below the poverty line, the problem still persists.

The given bar graph compares the percentage of the population living below the poverty line across different states of India in two years, 1973-74 and 1999-2000. The decrease of the poor population is very evident in all of the states. It comes as an encouraging note that in two of the states the decline has been drastic. Gujarat has seen a decrease of 27% of the poor population from 48% to 15% in the space of about 26 years. A similar decrease of 36% is seen in West Bengal from 63% to 27% within the same time gap. At the same time, many states including Uttar Pradesh, Bihar, Madhya Pradesh and Odisha show a slow decline. They account for 70% of the poor stratum of the society in 1999-2000.

Thus, a lot needs to be done to completely eradicate this social evil from the country.

Title

Introduction

(This paragraph contains the topic statement, the claim or the central argument of the analysis)

Overview

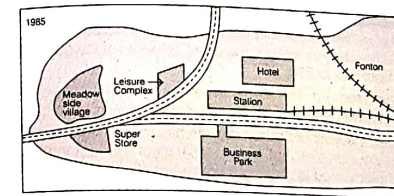
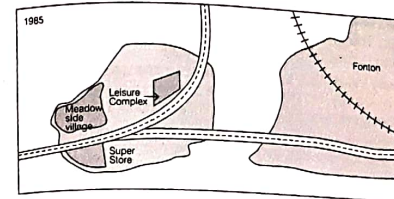
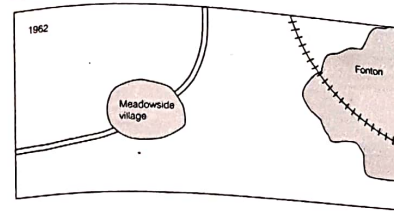
(This paragraph contains the main points of the analysis. It contains the evidences and the explanations that justify your argument)

Conclusion

(The last paragraph reinstates the main argument of the whole paragraph.)

Solved Examples

- 1 The maps given below show the changes that have taken place in Meadowside Village and Fonton, a neighboring town, since 1962. Analyze the changes that had taken place over the years and write an analytical paragraph in 150-200 words.



Ans. The Growth and Development of the Region

The maps given illustrate how the Meadowside village and Fonton, the neighbouring town, has changed and developed. It depicts the map of both the locations for the years 1962, 1985 and the present respectively. It is pretty evident from the maps that both the village and the town increased its size to have finally merged together.

In 1962, the village and town were separate entities with a different infrastructures, housing and facilities. There were no roads or rails to connect the village with the town. While there was a railway going through Fonton and a road from Meadowside village, they

went in completely different directions. By 1985, both the locations not only grew in size but were also connected by another road that extended to the West. The growth and development of the region was unstoppable. Soon, the village and the town merged into a new area housing many luxurious facilities. Now, the region has a new railway line and platform been established in between Meadowside village and Fonton. The new area even has a hotel and a business park that vouches for the great development of the region.

2. The following table gives statistics showing the aspects of quality of life in five countries. Write an analytical paragraph in 150-200 words on the given information by selecting and reporting the main features and make comparisons where relevant.

Country	GNP Per Head (1982 : US dollars)	Daily Calorie Supply Per Head	Life Expectancy at Birth (years)	Infant Mortality (per 1000 live births)
Bangladesh	140	1877	40	132
Bolivia	570	2086	50	124
Egypt	690	2950	56	97
Indonesia	580	2296	49	87
USA	13160	3653	74	12

Ans. Quality of Life

The given table shows the aspects of quality of life of five countries. Using the four economic indicators it shows the standard of living in these countries in the year 1982. From the data available to us, we can say for sure that the standard of living of USA was the highest out of all the five.

To begin with, USA which is a developed country has a GNP of 13,160 dollars per head. It also has a much higher calories intake for a day, high life expectancy and very low infant mortality. In comparison to the USA, these factors for other countries at lower level. The range of the indicators depicted show a similar trend for the countries Egypt, Indonesia and Bolivia. Out of the three Egypt seems to have the highest standard of living. Within the same category, Egypt also shows a higher Infant Mortality Rate standing at 97 deaths per 1000 infants.

Out of the five countries, Bangladesh has the lowest quality of life with its GNP being hundred times less than USA. It has a significantly higher Infant Mortality Rate and its daily calories intake as well as Life Expectancy is half of USA. Given that we rank the countries as such- USA, Egypt, Indonesia, Bolivia, and Bangladesh.

3. Read the following report and write an analytical paragraph based on it. in 150-200 words.

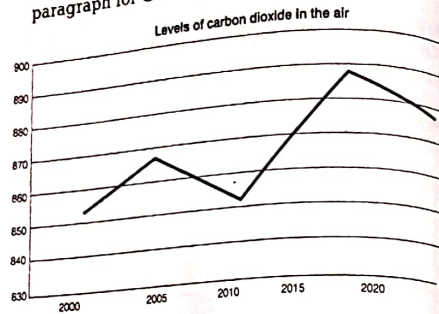
Recent studies have shown a rapid conversion of impaired glucose tolerance to diabetes in the Southern states of India, where the prevalence of diabetes among adults has reached approximately 20% in urban populations and approximately 10% in rural populations. Because of the considerable disparity in the availability and affordability of diabetes care, as well as low awareness of the disease, the glycemic outcome treated patients is far from ideal.

Ans. The Indian Diabetic Burden

India, a country experiencing rapid socioeconomic progress and urbanisation, comes a considerable share of the global diabetes burden. Studies in different parts of India have demonstrated an escalating prevalence of diabetes not only in urban populations, but also in rural populations as a result of the urbanisation of lifestyle parameters. The prevalence of prediabetes is also high. Recent studies have shown rapid conversion of impaired glucose tolerance to diabetes in the Southern states of India where the prevalence of diabetes among adults has reached approximately 20% in urban populations and approximately 10% in rural populations. Due to the considerable disparity in the availability and affordability of diabetes care, as well as awareness of the disease, the glycemic outcome in treated patients is far from ideal. Lower age at onset and a lack of good glycemic control are likely to increase occurrence of vascular complications. The economic burden of treating diabetes and its complications is considerable. It is appropriate that the Indian Government has initiated a national programme for the management and prevention of diabetes and related metabolic disorders. Lifestyle modification is an effective tool for the primary prevention of diabetes in Asian India. The primary prevention of diabetes is urgently needed in India to curb the rising burden of diabetes.

4. Gautam was alarmed to see the graph that tracked the rising levels of Carbon dioxide in the air of his city, Nagpur. He decided to write a paragraph on the data to show his alarm and painted the present

picture in order to caution people against environmental pollution. Write an analytical paragraph for Gautam in 150-200 words.



Ans. Air Pollution- The Deadly Air

Air Pollution is a serious issue affecting our planet today, yet many people continue to turn a blind eye thinking that it's not that serious. The given graph shows how alarming the issue of air pollution is specifically in this city, Nagpur.

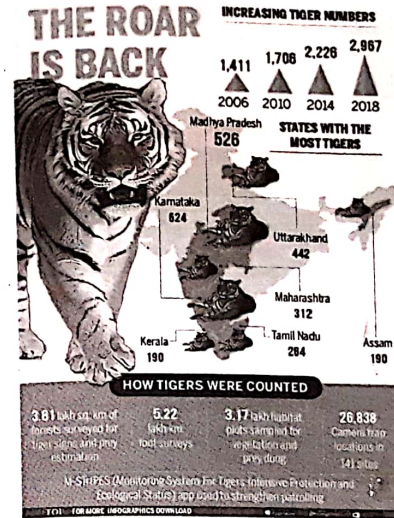
Data very evidently shows a significant increase in the air pollution levels of the city. No doubt, people of Nagpur have been suffering from many respiratory diseases. While in 2000, the air pollution levels were not very low, the quality of air then was way better than the air the subsequent generations are inhaling.

The years after 2005 leading to 2010 saw a decrease in the levels of Carbon Dioxide in the air which might be amounted to the raising awareness regarding the issue. But this factor also falls short when suddenly after 2010, there was drastic change. The quality of air was constantly declining and the percentage of carbon dioxide was ever on increase. The level of the gas reached from about 855 to 890.

Since then, many government policies, programs and awareness sessions have been launched and we are getting aware about it. Therefore, the level of Carbon dioxide has seen a slow decline. This decline indicates that there is still a lot of changes that needs to be implemented to make our environment pollution free.

Exam Practice

1 Below is the graph that illustrates tiger population in India. Referring to the same Write an analytical Paragraph in 150-200 words.



Ans. The Roar Is Back

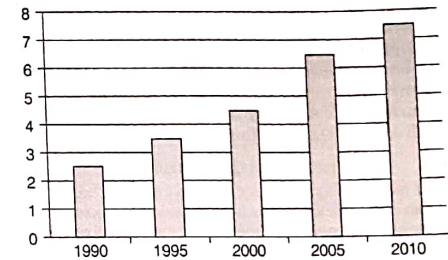
The tiger is an iconic species whose dwindling population is a concern for our whole country. To conserve the population of this mysterious animal, many programs and project were initiated by the country and it seems that the projects had worked well. The given graph shows the increasing number of the tiger in the country.

Poaching, one of the greatest dangers resulting in the decline was the first thing addressed. Cameras were set at different locations where there were an abundance of tigers. Apart from the cameras, forest areas were converted into reserved regions where no poaching was allowed. To do so, approximately 5.22km of foot surveys were made to make sure that the area could remain a habitat of the species. As a result, the declining number started climbing. The population of the tigers increased from 1411 in 2006 to 1706 in 2010 and then to 2226, 2967 in 2014 and 2018 respectively. The regions that saw the growth includes Madhya Pradesh where the tiger populations in 2018 is 526. The other states with high

number of tigers are Karnataka, Uttarakhand, Maharashtra, Tamil Nadu, Kerala, and Assam with 524, 442, 312, 284, 190, and 190 respectively.

Given all these data, the tiger conservation projects and programs have been quite successful in preventing the animal from becoming extinct and preserving their natural habitat.

2 The following data shows that death due to violence which has considerably increased during recent years. Using this data, write an analytical paragraph in 150-200 words focusing on how the educated youth can play a major role in establishing peace in the society.



Ans. Youth and Peace

Youth and peace are interlinked in society. Youth can play an important role in establishing peace in society. The above given graph depicts the data found in a survey presenting the decline of peace and the growth of violence in our society.

In the survey conducted, it was found that number of deaths due to violence has increased enormously since the nineties. The numbers presented in the data is alarming. There is absolutely no decline but a significant exponential growth in the death rate due to violence. During the 1900 the death rate was 2.5 which increased to 3.5 in 1995. This ever continuous growth is more visible in between the years 2000-2005 wherein the rate went up from 4.5 to 6.5. In 2010, it has increased to 7.5 and in the present not really seems to stop. This condition is really very sad and needs an immediate action.

Our youth can play a major role in controlling this crime graph. They can contribute towards establishing peace in many ways. They can awaken the people towards the necessity of peace. They can help the police in catching the criminals. The youth of today, holds the capacity to make the world a serene and a peaceful place to live.

3 Read the following report and write an analytical paragraph on the data in 150-200 words.

Single-use plastic water bottles cause dangerous substances to "leach" into the soil and water. The bottles typically don't begin to break down for one hundred years or even longer. Their decomposition may be speeded up by extreme weather conditions, e.g. very hot or very cold temperatures. As they break down, they release dangerous chemicals like Bisphenol-A into the soil. Bisphenol-A is an endocrine disruptor, i.e. it can affect the level of hormones within the human body, creating scope for diseases. In addition BPA is known to be carcinogenic (cancer-causing) in humans. All these chemicals accumulate in the soil, and eventually sink into the water table, thus contaminating the water. Making these threats to health even more frightening is the fact that there is currently no known technology for removing BPA or any other leachates from the soil and water once they are there.

Ans. Hazards of Using Plastics

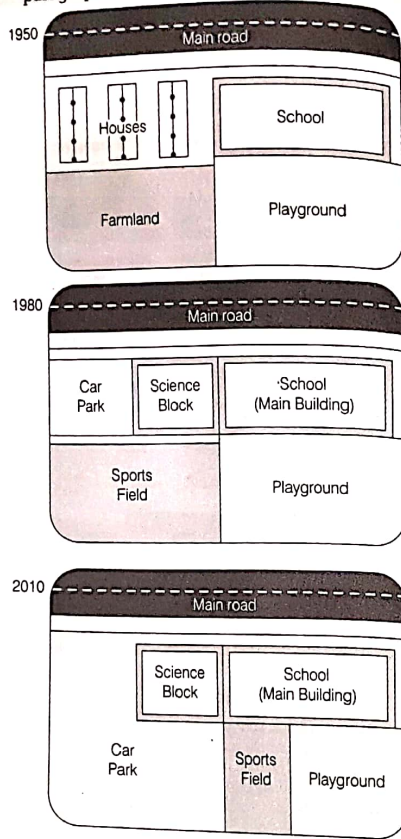
The millions of tons of plastic found in the ocean beds and even in the animals stomach has garnered a whole lot of media attention recently. The issue of the harmful effects of plastics on the environment has always been an issue of discussion. However, in the recent times, the harmful effects that the plastics have on the human body has come into limelight.

It is not a hidden fact that only a tiny portion of the plastic used daily is recycled and reused. Most of the everyday plastics fill the landfills or the water bodies where it takes thousands of years to decompose. Within these years, the plastics drains out in the soil and the water. Researches across the world are warning against such microplastics that are a part of the land and water that we use. They have a long-term negative effect on the ecosystem adversely affecting human health. Over the years the leaching of the plastic, reaches the water table and contaminates the water with toxic substances. The water reaches our food chain and makes us prone with many diseases. One such substance found by the researchers is Bisphenol-A which has shown to affect human health negatively.

Given that not much research has been successful within the field, we need to understand that plastic is dangerous for all. Instead of making it a part of our ecosystem, we should reuse it and recycle it.

4 The diagrams shown below shows the changes that have taken place at Mount Mary School, Goa since its construction in 1950.

Comparing the maps write an analytical paragraph in 150-200 words.



Ans. Changes in the Mount Mary School's Infrastructure

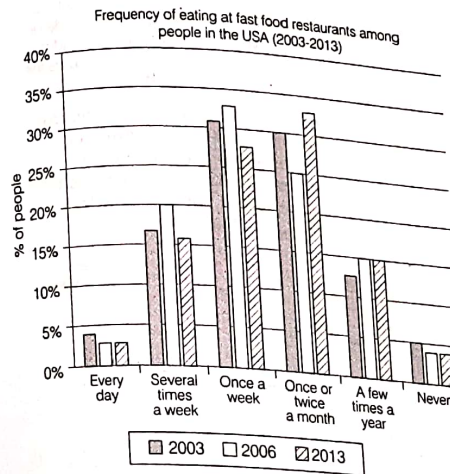
The given diagrams show how the Mount Mary School located in Goa had undergone change and development since the time it had been constructed in 1950. It is very clear from the diagrams the overall, the main building of the school did not change throughout the years. But, all the other parts of the school were replaced by the needs of the time.

The time frame that the diagrams cover is of three years, that is, 1950 as it was constructed, 1980 and 2010. In the 1950 the school had a playground behind it, a farmland in the South-West and houses in the West of its complex.

By the 1980s, the houses and the farmland were replaced. The houses were removed to make space by cars and add converted into a sports field. The farmland was

The latest additions were made in 2010 when the complex and its various parts were resized. While the science building remained the same, the areas of the playground and the sports field were reduced to make space for car parking. Concluding the main complex, that is, the school building is over 60 years old and very well accommodates the changing culture.

5 The chart given below shows how frequently people in the USA ate in the fast food restaurants between 2003 and 2013. Using the given data, write an analytical paragraph in 150-200 words.



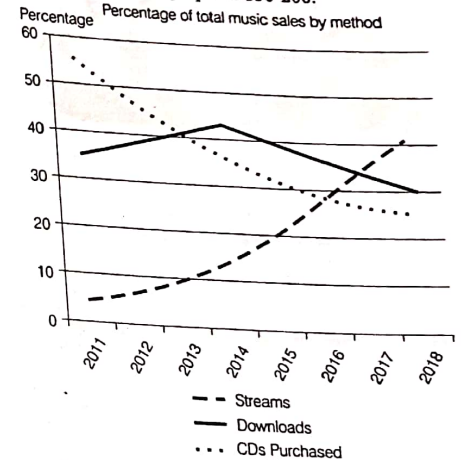
Ans. Dependence on Fast Food

With the changing lifestyle, it is becoming difficult for us to cook meals at home every day. We prefer going out to our favourite fast food restaurant at least once in week or a month. This tendency of eating fast food is clearly evident in the above graph which shows the frequency of eating at a fast food restaurant among the people of the USA.

Overall, most people of the USA preferred going to a fast food restaurant either once in a week or once or twice in a month throughout the timeframe. At the same time there were only a few people who went to the fast food chains every day or did not go at all. The number seem to change almost negligently. For all the three years, i.e. 2003, 2006, 2013, Americans preferred fast food only once or twice in a month or week resting somewhere around to 30-35%. The Americans who either ate fast food everyday to never at all always remained below 5%.

Among the Americans, there were people who would eat at fast food chains several times a week and some also ate at fast food chains only a few times a year. Given that the data did not change much, we can say that the love for fast food remains the same.

6 The graph below shows how people buy music. Analyze the given data and write an analytical paragraph in 150-200.

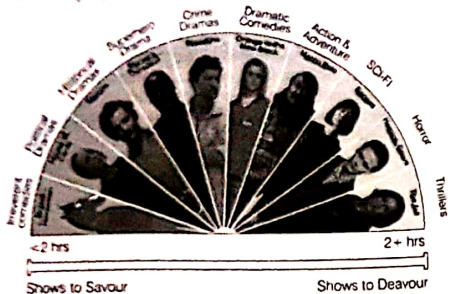


Ans Trends in Buying Music

In this busy and crowded world, music has become an agency for us to be happy and relaxed. Its importance is very well depicted by the new music and new applications for music streaming being introduced every day. The given graph focuses on this increasing popularity and illustrates the trends in music buying habits between 2011 and 2018.

The data presents three different methods of buying music: streaming, downloading and buying CDs. Overall, both downloads and physical sales of music have steadily declined. The latter has slumped since 2011, while the downturn for the former began in 2014. However, there has been a sharp rise in people streaming music since 2013. In 2011, the majority of music sales were of CDs, at 55% of all sales. In contrast, streaming was not common at all as it is only 5%. Although people had started to download music, it only represented 35% of sales. As sales of CDs began to fall, the era of downloads began. Downloading rose steadily and soon overtook physical sales in mid-2013. During the same period, with newer technology streaming doubled to 10% and started to grow more dramatically. Downloads peaked in 2014 at about 43% of sales but fell to 30% by 2018. This was slightly higher than physical sales, which reduced to 25%. Streaming, on the other hand, overtook both of them and accounted for just over 40% of sales in 2018.

7 Given below is a graph illustrating behaviour of people while streaming shows on various sites such as Netflix, Amazon Prime, etc. Write an analytical paragraph on the binge habits of people in 150-200 words.



Ans. What do you Watch?

With the rise in streaming applications and websites such as Netflix, Amazon Prime, etc., there is no need to investigate the new trend of binge watching. Researchers today are more focused on understanding the behaviour involved in binge-watching. The given graph depicts one such research in which the various theme and categories of movies are scaled between their streaming times. Overall, the graph points out that people love to watch shows that are mysterious and thrilling.

People love to watch thrillers, sci-fi and horror movies and shows while slow dramas such as perverted comedies, political dramas and historical dramas are preferred by only some people. The latter category of movies have been streamed by people for less than 2 hours while the former has been devoured for exceeds 2 hours. People also like to stream Superhero Dramas, Crime Dramas, Dramatic Comedies and Action and adventures. All these categories are streamed for about 2 hours.

From this given data, we can understand that people binge-watch shows that cater their senses. Something that excites them and creates a curiosity is loved by everyone and so is more popular.

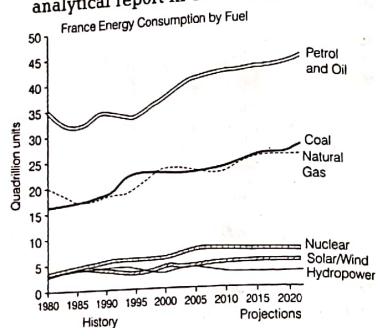
8 Study the following chart that presents the year wise percentage of attendance in secondary schools of India and write an analytical paragraph based on it in 150-200 words.

Types of School in India	% of Attendance	% of Attendance	% of Attendance	% of Attendance
Year	2000	2005	2010	2015
Government Schools (In City)	62%	68%	70%	78%
Government Schools (In Villages)	24%	28%	32%	44%
General English Medium Schools	52%	49%	54%	59%
Convent-Run Schools	80.5%	82%	84%	89%

Ans. Year wise Percentage of Attendance in Senior Secondary Schools of India

The given graph shows that the percentage of attendance is recorded with a gap of 5 years. The attendance is recorded with a gap of 5 years. The given table depicts, across time, from the year 2000 to 2015. During the 15 years, there is a steady and healthy increase in the percentage of attendance in all the four types of schools. The increase in Convent-run schools is much higher compared to the other three types of schools. Initially, the village schools show a noticeably poor percentage in attendance and the General English Medium schools show less percentage of attendance compared to the Convent-run schools. All in all the continuous higher percentage indicates that the relevant authorities are learned about improving the education of the country. The poor attendance in the 2010 in the Government-run village schools shows a big leap in the year 2015, indicating that the Government must have taken an effective measure to improve literacy in the villages. Noteworthy increase in the attendance indicates solid infrastructure and focus towards the healthy growth of the corresponding authorities.

9 The graph below gives information from a 2008 report about consumption of energy in the France since 1980 to present. Based on the graph write an analytical report in 150-200 words.



Ans. Consumption of Energy in France

The given graph illustrates data from a 2008 report regarding the energy consumption in France since the 1980. Overall, fossil fuels have shown an increase in consumption since the start of the period with expectations for even more reliance on these fuel resources. Cleaner energy resources have accounted for less energy consumption and the trend appear to remain the same.

If we look at the fossil fuel resources, that is, petrol and oil, coal and natural gas we will notice that their consumption has seen a steady increase from the 1980. The consumptions of petrol and oil started at 35 quadrillion in 1980 and today has become 45 quadrillion. The consumption of coal and natural

gas has increased but not as dramatically as petrol and oil. All the three fuels has seen decline in its consumption but it was only momentary. In complete contrast to these fossil fuels stand the cleaner energy sources that is nuclear, solar power, wind power, and hydro power. The consumption of these cleaner sources start at the same point and see only a slight increase.

Concluding the data highlights a trend the future is going to hold regarding the use of fuels. It has found that the use of fossil fuels is continuously increasing even with the awareness that they are non-renewable resource that will soon be wholly consumed.

10 The table shows the results of a survey that asked 8600 Scottish adults aged 16 and over whether they had taken part in different cultural activities in the past 12 months. Write an analytical paragraph based on the data in 150-200 words.

Participation in Cultural Activities, by Age

	16-24	25-44	45-74	All aged 16 and over
	%	%	%	%
Any Performance	35	22	17	22
Undertaking any Crafts	11	17	22	19
Cultural Purchases	11	17	18	16
Any Visual Arts	30	16	11	15
Any Writing	17	6	5	7
Computer Based	10	9	5	6

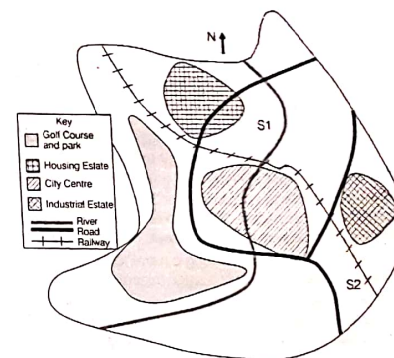
Ans. Participation in Cultural Activities

In the fast paced world, all of us are so driven by our work that we don't spend much time in participating in our cultural activities. The given table shows us the details of survey that noted the participation of Scottish people of all ages in a variety of cultural activities over a year. Overall, it can be seen that the importance of culture is deeply imbibed in the people and that they select their activities according to their ages.

From the data, it can be seen that any performance, which includes dancing, singing, playing musical instruments and acting, had the highest level of participation, with 22% of respondents participating in the past year. By contrast, computer based activities had the lowest level of participation (6 per cent). Given that most of our day is spent on screen, people do want to spend some time being offline. According to the data, people aged between 45 and 74 years old undertook any activity to do with crafts (22 per cent), while performances were participated in by those aged 16 to 24 (35 per cent).

The differences between age groups were particularly marked in the case of visual arts and writing categories, where participation rates were around three times higher for younger people than for the older ones. It is clear from the evidence that age plays a significant role in the popularity of the cultural activities listed.

11 Below is the map of the city of Siliguri. City planners have decided to build a new shopping mall for the area and two sites S1 and S2 have been proposed for the same. Analyze the map and write an analytical paragraph on which site is suitable in 150-200 words.



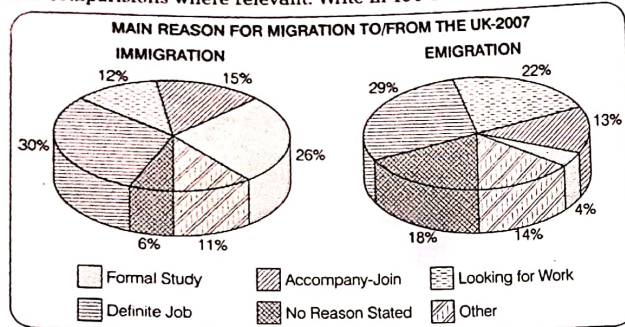
Ans. The Best Location for a Shopping Mall

The map illustrates the plans for two possible sites for a shopping mall in the city of Siliguri. It can be seen that the two sites under consideration are in the north and the south east of the town.

The first possible site for the shopping mall, S1, is just north of the city center, above the railway line, which runs from the south east of the city to the North West. If the mall is built here, it will be next to a large housing estate, thus providing an easy access for those living on the estate and in the city center. It will also be next to the river that runs through the town which can become one of the main attractions of the mall. The site in the South-East, S2, is again just by the railway line and fairly close to the city center, but it is near to an industrial estate rather than housing which can be its biggest negative.

There is a main road that runs through the city and is close to both sites, thus providing good road access to either location. Given all the factors including the closeness to the golf course and park, S1 is more suitable as a location for the mall.

12 The following pie charts show the main reasons for migration to and from the UK in 2007. Write an analytical paragraph based on the given information by selecting and reporting the main features and make comparisons where relevant. Write in 150-200 words.



Ans. Reasons for Migration to and from the UK
 The given pie charts illustrate the primary reasons because of which people came to and left the UK in 2007. At a glance, it is clear that the main factor influencing this decision was employment. Having a definite job accounted for 30 percent of immigration to the UK, and this figure was very similar for emigration, at 29%. A large number of people, 22%, also emigrated because they were looking for a job, though the proportion of people entering the UK for this purpose was noticeably lower, at less than a fifth. Another major factor influencing a move to the UK was for formal study, with over a quarter of people immigrating for this reason. However, interestingly only a small minority, 4% left for this. The proportions of those moving to join a family member were quite similar for both immigration and emigration, at 15% and 13% respectively. Although a significant number of people (32%) gave other reasons or did not give a reason why they emigrated, this accounted for only 17% with regard to immigration.

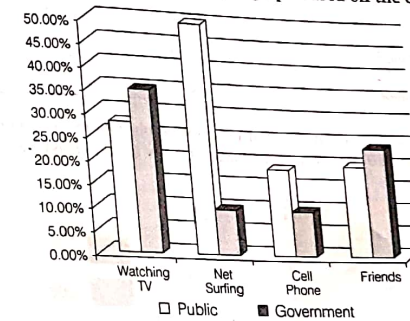
Self Assessment

1 Study the following chart and write an analytical paragraph based on it in 150-200 words.

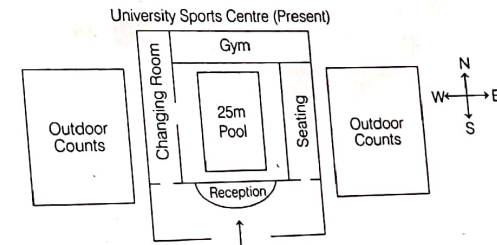
Year-Wise Percentage of Attendance in Secondary Schools of India

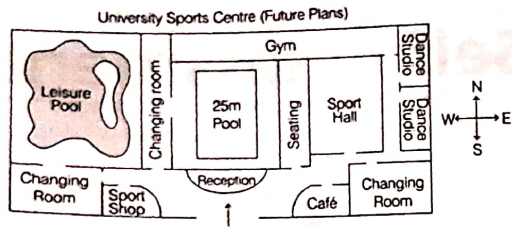
Types of Schools in India	Percentage of Attendance	Percentage of Attendance	Percentage of Attendance	Percentage of Attendance
Year	2000	2005	2010	2015
Government Schools (In City)	62%	68%	70%	78%
Government Schools (In Village)	24%	28%	32%	44%
General English Medium Schools	52%	49%	54%	59%
Convent-Run Schools	80.5%	82%	84%	89%

2 Study the chart given below. The chart is a result of a survey conducted by the Ministry of education in public and government schools of Vadodara. The chart depicts the types of activities that teenagers like to get involved in during their free time. Write an analytical paragraph based on the chart in 150-200 words.



3 The plans shown below includes the layout of the university sports center and how it will look after redevelopment. Write an analytical paragraph in 150-200 words focusing on how it will accommodate more students.

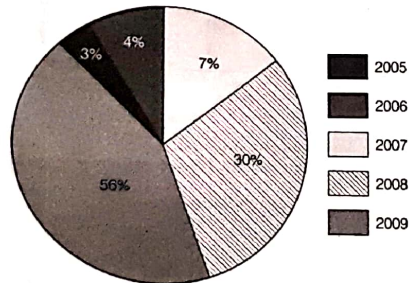




4 The following table gives information about some of the world's most studied languages. Summarise the information by analysing and reporting the main features in a paragraph, and make comparisons where relevant, in 150-200 words.

Language	Number of People Learning the Language	Number of Native Speakers (Language as Mother Tongue)	Number of Countries where the Language is Spoken
English	1.5 billion	527 million	101
French	82 million	118 million	51
Chinese	30 million	1.39 billion	33
Spanish	14.5 million	389 million	31
Italian	8 million	67 million	29
Japanese	3 million	123 million	25

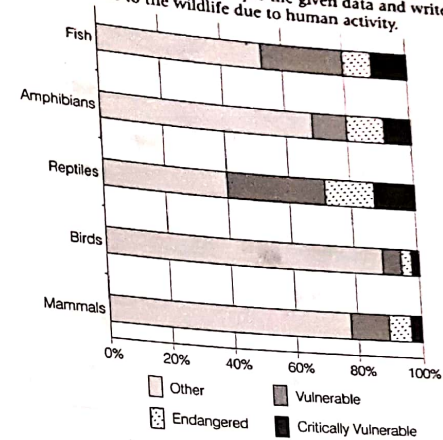
5 The given chart shows the rapidly increasing use of the mobile phones in our everyday life. Using the chart, write an analytical paragraph in 150-200 words focusing on how mobile have replaced almost all the other technologies.



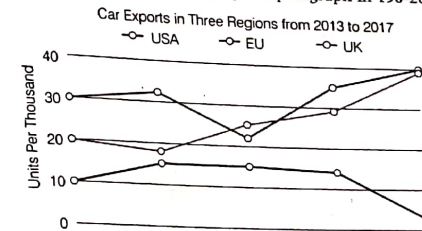
SELF ASSESSMENT

Analytical Paragraph

6 wildlife protection is the need of the hour. The given graph depicts the percentage of the different animals found on our planet and their population statistics. Analyse the given data and write an analytical paragraph on 150-200 words pointing to the threat to the wildlife due to human activity.



7 A survey conducted across three countries show the number of cars exported from them from 2013-2017. Analyse the data given by the survey and write an analytical paragraph in 150-200 words.



SELF ASSESSMENT