



INDIAN SCHOOL DARSAIT DEPARTMENT OF ENGLISH



Subject :English

Topic :**WRITING SKILL:**
Letter to the Editor

Worksheet .No : 4

Date : _____

Name of the Student : _____

Class &Division : _____

Roll Number : ____

FORMAT

- ✓ **Sender's address without name**
- ✓ **Date on which the letter is written**
- ✓ **Salutation**
- ✓ **Body of the letter- intro**
- ✓ **Purpose of writing**
- ✓ **Conclusion**
- ✓ **Subscription**
- ✓ **Signature**
- ✓ **Each detail should begin from the margin**

MARKING SCHEME: 4 CONTENT + 2 FLUENCY + 2 ACCURACY = 8 MARKS

Solved Sample Question:

It is estimated that the average man or woman needs between seven-and-a-half and eight hours' sleep a night. Do Indians get enough sleep? Today's fast paced life has turned humans into machines which increases their stress levels. As a counsellor of a reputed educational institution, **write a letter to the Editor of a daily showing your concerns and suggesting few remedies for the betterment of the society. Sign yourself as Sameer Gupta/ Suneha Verma.**

Flat.no. 3421
Andheri
Mumbai

24 April 2017

The Editor
Indian Express
Mumbai

Subject: Sleep disorders a grave concern!

Sir/Madam

Through the columns of your esteemed newspaper, I would like to assert the fact that we Indians, pay less attention to our health. 'Sleep' is essential for our physical and emotional well-being. The question to ponder on is – Do Indians get enough sleep? Today's fast paced life has turned humans into machines which increases their stress levels.

The main purposes of sleep are to enable the body to rest and replenish, allowing

time for repairs to take place and for tissue to be regenerated. Lack of sleep, however, can compromise the immune system, muddle thinking, cause depression, promote anxiety and encourage irritability. The youth today is facing this issue. As a counsellor, I come across many cases on regular basis. They feel tired due to lack of sleep and consume several cups of coffee to remain fresh. This in turn causes more acidic reactions in the body. One must get enough sleep to concentrate better and to feel fresh. Many sleep disorder experts published papers giving stress to the need that all physicians should include sleep history in evaluating their patients.

The Counsellors or psychologists need to give the treatments, including relaxation training and therapy aimed at getting rid of pre-sleep worries and anxieties. Apart from this self-help therapy such as regular exercise and proper diet would help. Sleep is very important for a healthy lifestyle, like eating properly and exercising. I hope these views of mine will go a long way in making lives more meaningful. It would be an eye opener to many parents and educationist, if you include this in your reputed columns of your newspaper. Let us together bring up an energetic generation.

Thanking you
Yours truly
Suneha Verma

Practice question:

The rising number of cases of robberies and harassment of foreign tourists has caused a lot of hue and cry in the international media. Stringent measures for effective law and order is the need of the hour. Write a letter to the editor of a national daily urging the authorities to look after the law and order in your locality. You are Nitin Kumar/Nitika Kumar, a resident of 12, Park Lane, Kolkata. (100-120 words) 8 m

Key points:
Chain snatching
Eve teasing
Extortion
Foreign tourist targeted
Tourism declined
Enforce strict laws