

PARISHRAM



2026

Letter Writing
Letter to Editor

ENGLISH

LECTURE-1

BY-ANURAG SIR





Topics

to be covered

1

Warm-up Game

2

Letter Writing – Letter to Editor

3

Practise Questions



Game Time

“Let's ^{verb} watch a funny movie.”

Which word is a noun?

↓
Naming word

(A) watch

(B) funny

✓ (C) movie

(D) word

From the given options, select the one which can replace the given expression:

"Fear of Water"

↓ ↓
phobia hydro

(A) Kleptophobia → fear of stealing

✓ (B) Hydrophobia

(C) Hodophobia → fear of travelling

(D) Hedonophobia → " " pleasure

From the given options, select the one which can replace the given expression:

One who is new and inexperienced in a certain job -

- (A) Versatile
- (B) Veteran
- (C) Namesake
- (D) Novice

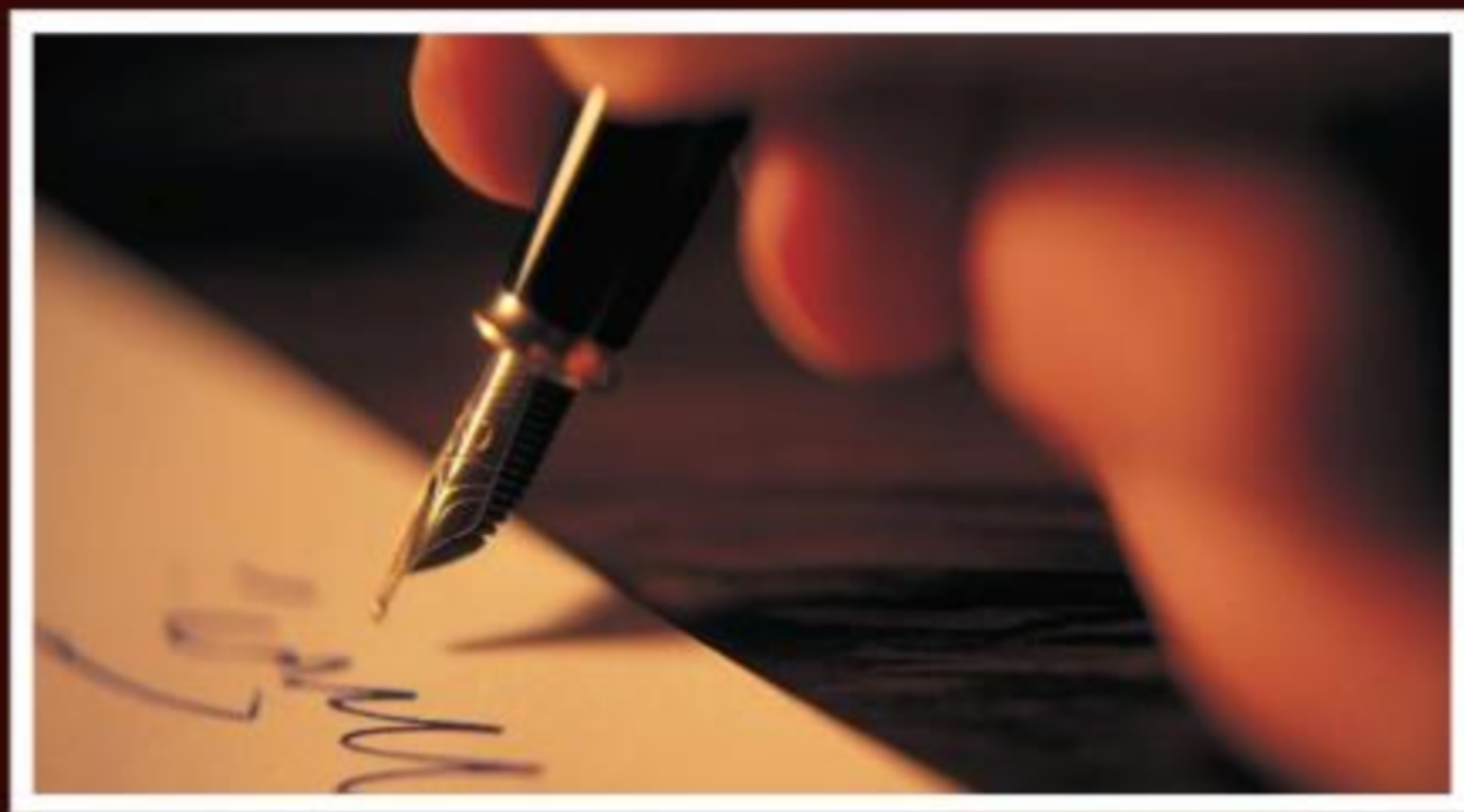
From the given options, select the one which most correctly explains the given expression:

"He thinks he would lose face if he admitted the mistake

- (A) To feel sad
- (B) To look angry
- (C) To be confused
- (D) To lose respect from others



Topic : Letter Writing



Writing letters is a fantastic way to keep the mind active as it helps to improve memory, concentration and communication skills. Imagine the feeling of opening an unexpected letter from a loved one.

Letters

Formal ✱

- Official purposes
- Specific format
- Polite & courteous language

Informal

- Friends & Relatives
- Casual, conversational language



Topic : Letter Writing



Keep the following tips in mind when writing a letter to an Editor:

- ✓ Be polite and formal in your tone.
- ✓ Write in a simple, concise and straightforward style.
- ✓ Start by describing the purpose of writing.
- ✓ Provide evidence in support of your views – include necessary references, data, statistics or survey results.



Topic : Letter Writing



- ✓ Conclude with a hope or an appeal, or a warning or a suggestion, as required.
- ✓ Stick to the word limit.
- ✓ **Proofread** your letter and check it for accuracy of vocabulary, grammar and paragraphing before you send it.



Let's eat, Grandma!

Let's eat Grandma!



Topic : Format – Letter Writing



- **Sender's Address** (House number-
Sector-
City)
- **Date** (for example: 17 October,2014)
- **Receiver's Address** (for example:
The Editor
Name Of Newspaper
City)
- **Salutation** (Sir/Madam)
❖ *NOTE : If not sure about the gender, always write Sir.*
- **Subject** (Mention The problem in 6-8 words)

E

- **Body of Letter** (3-5 Paragraphs)
 - *Introduction* (Introduce yourself and the problem briefly)
 - *Main Content* (The causes and effects of the problem)
 - *Conclusion* (Suggestions for solving the problem)
- **Yours Faithfully/Truly**
Signature
Name (*NOTE: when not mentioned in the question, always write XYZ or ABC etc. Don't write your own name.*)
(Designation)

E



Topic : Format – Letter Writing



21, Anna Salai Marg
Chennai



(1) Sender's Address

7 April, 2023 / April 7, 2023



(2) Date

The Editor
Hindustan Times
Chennai



(3) Receiver's Name and Address

Subject: Growing Addiction to TV among School Children.

7-8 words (Purpose)



(4) Subject

Sir/Ma'am



(5) Salutation

Thank you for focusing public _ _ _ _ _



(6) Body

Thanking you / Thank you

Yours truly / Yours sincerely



(7) Complimentary Close (Closing)

KALAVATHI RAO
(Sign)
(Director) ←



(8) Sender's Name, Signature, and Designation

* Body

100-120
words

① Introduction

② Details

① Cause-effect

Water Scarcity

② Pros-cons

Technology

③ An. to question

③ Conclusion → Solutions

- Appeal to publish the letter

- Hope for future

Marking Scheme - 5M

Format - 1M

Content - 2M

Organisation - 1M

Accuracy - 1M



Topic : Letter Writing



SAMPLE LETTER TO THE EDITOR

Terrorism is no more a local issue. It is a global concern now. Write a letter to the Editor of a leading national newspaper voicing your views on the issue.

Hints

- Introduce yourself and state the purpose of your writing.
- Refer to some recent incidents of terrorism to prove that it has become a global concern.
- List some of the causes of this problem.
- Suggest how the problem can be effectively solved.

Causes

- ① Unemployment
- ② Illiteracy
- ③ Religious & Social Discrimination
- ④ Radicalisation

Effect

- ① Loss of life & property
- ② Social fabric - disturb
- ③ Economy
- ④ Peace

* Conclusion :

- ① Education
- ② Employment
- ③ Social equality promote
- ④ Food Security
- ⑤ Awareness campaigns



H. N. 58,

Royal Members Society

Delhi - 110054

30 May, 2025

The Editor

The Times of India

Delhi

Subject: Rising issue of terrorism



Sir/Ma'am

Through the columns of your esteemed daily, I would like to draw the attention of concerned authorities towards the problem of global terrorism.

The major factor that contributes to terrorism is unemployment. Furthermore, illiteracy also contributes to terrorism.

Conclusion



It is high time that the government, citizens and civic authorities join hands to eradicate this problem. We require a multi-faceted approach. Furthermore, we should start awareness campaigns to spread awareness & stop people from getting radicalised.

Thank you

Yours sincerely

XYZ



Concerned Citizen



Linking Words

- ① Also
- ② Moreover
- ③ Furthermore
- ④ In addition to
- ⑤ As well as
- ⑥ firstly, secondly, — —



PYQs

#Q. Despite being an essential component of road safety infrastructure, many people do not respect **zebra crossings** and **fail to follow traffic rules**, which results in hazardous situations on the roads. Write a letter to the editor of a national daily, sharing your concern, and examining the **reasons** for such behaviour. Provide suggestions for **spreading awareness of rules and etiquettes involved**, and **ways to ensure adherence**. Use the given cues along with your own ideas to compose this letter. You are Soma Baruah, a concerned city resident. (Sample Paper 2023-24)



Causes

- ① Recklessness
- ② Awareness
- ③ Hurry
- ④ Legal Illiteracy

Suggestions

- ① Awareness campaigns on social media, news channels etc.
- ② Strict Rules
- ③ offenders should be fined/ Penalties
- ④ Advertisements

Topic : Question



#Q. You have recently come across a report stating that crime against the elderly is up by 22% in AB Nagar. Senior citizens especially those living alone are exposed to crimes like robbery, murder etc. As a concerned citizen, write a letter to the editor of a local daily expressing your concern and suggesting ways to protect them. Use the following cues along with your own ideas to draft the letter.

- Volunteer your services
- Environment to be made secure
- Not to leave old people alone
- Be in touch with them
- Regular police check

Reasons

- ① Vulnerable / Easy targets
- ② Lack of security
- ③ Weak security measures / Law order situation

Solution

- ① Security rank up
- ② Regular patrolling
- ③ Self-defence training / equipment

Topic : Question



H.W.

#Q. There is a growing realization that reading as a skill is fast disappearing. Write a letter to the Editor of 'Hindustan Times' in about 120 – 150 words expressing your views on the benefits of reading and how reading as a skill should be encouraged in schools. Support your views with the cues given below. You are Salma/Salim, a concerned parent.

(CBSE 2022-23)



Thank
You