

SESSION : 23

CLASS : IV

SUBJECT : ENGLISH

CHAPTER NAME : Creative Writing

SUBTOPIC : Model Application Writing

CHANGING YOUR TOMORROW

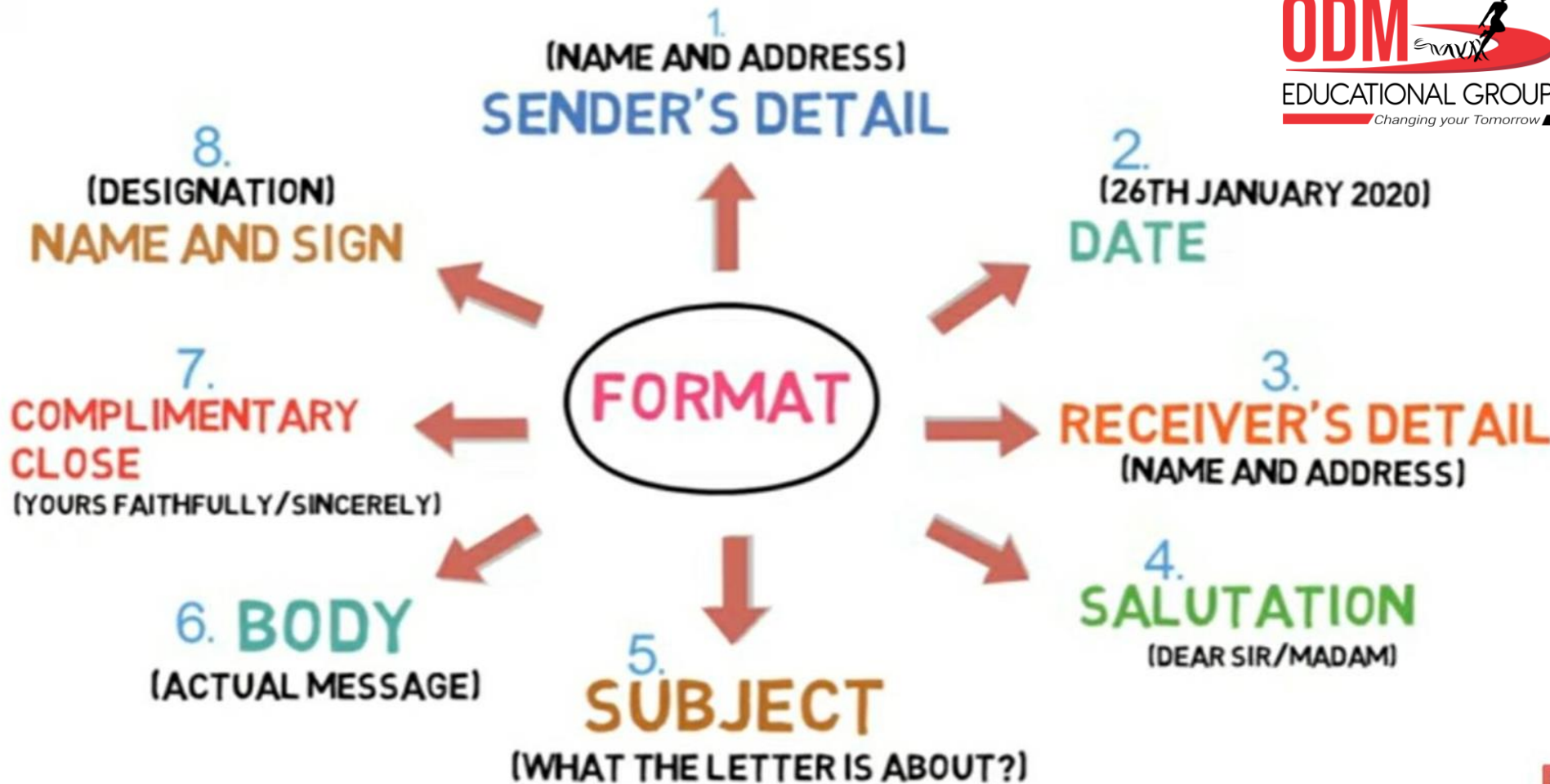
LEARNING OBJECTIVE

The students will be able to:

*Gain knowledge about writing formal application.
Learn its usage.*

Application writing





To,
The Class Teacher/ Headmaster/ Principal,
School name,
School address.

Date:

Subject:

Salutation, (Respected Sir/ Mam)

Body of letter

Yours sincerely,

Name

Class

Roll number

Write an application to your principal for extra class

To
The principal
Kendriya Vidyalaya school
bali road, Patna
Subject: Providing extra classes
Sir,

With due respect, I beg to state that I Ajay Kumar, am a student of class X of your school. Our examination is coming near but our English and maths syllabus is not completed yet. Therefore we need some extra classes for completing our syllabus.

It will be helpful for us to complete our syllabus if you kindly provide us with some extra classes after school hours.

Thanking you!
Yours faithfully,
Ajay Kumar
Roll no. -04
Class –X
Section ‘A’

One Day Application Leave to the Principal



**The Principal
Mary Public School
Gurgaon, Haryana 122XXX
8th September, 20XX**

Subject: Application for a One Day Leave

Dear Sir/Madam

My name is Shubhangi Sharma, a student of Class X of your school. Due to some personal emergency, I have to take one day's leave and won't be able to attend school tomorrow. Please grant me leave as I will not be able to come tomorrow.

Thanking you,

**Yours obediently,
Shubhangi Sharma
Class X
07**

**Write an application to the
principal of you school
for two days leave.**

DO YOUR

HOMEWORK

**Write an application to
your class teacher.**



LEARNING OUTCOME

- ***Ability to write a complete error free application.***
- ***Application in real life situations.***

THANK YOU!