

Revision-1

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You have noticed many polythene bags full of litter lying along the road early in the morning. These litter bags cause pollution. You have already written to the concerned authorities, but no action has been taken so far. Write a letter to the Editor of a leading newspaper expressing your views on the nuisance created by plastic bags full of litter. Sign yourself as Rahul / Preet Saxena, of B-22 Lajpat Nagar, New Delhi.

Ans - B-22, Lajpat Nagar
New Delhi

~~25 May 2021~~

25 May 2021

The Editor

The Times of India

Bahadur Shah Zafar Marg

New Delhi

Sub: Excessive Littering of plastic bags

Dear Sir

Through the column of your esteemed

Date _____
Page _____

newspaper. I wish to draw the attention of the government authorities to the nuisance caused by numerous polythene litterbags lying alongside the road early in the morning. It is not only an obnoxious sight but also a menace & health hazard as well.

In order to keep their houses ~~too~~ neat & clean, people throw litter bags anywhere. Thus they endanger the environment by causing pollution. Stray cattle poke into these polythene bags & scatter the filthy contents all around. Thus our colony virtually becomes a store house of garbage emitting foul smell & breeding flies, bacteria & other germs. I have written to the concerned authorities earlier also but no action has been taken so far. I sincerely hope that my appeal will arouse the indolent officers from their slumber & make them respond to the call of duty.

Yours faithfully
Paul Saxena

H/W

1. You are Rekha Chauhan of village Thalawar in Barmer district of Rajasthan which is in the grip of a severe drought leading to deaths of men & animals due to the non-availability of water, food or fodder. Write a letter to the Editor of the Rajasthan Times, Jaipur complaining against administrative apathy & suggesting remedial/relief measures.

Ans - Village - Thalawar

Dist - Barmer

(Rajasthan)

25th September 2021

The Editor

The Rajasthan Times

Jaipur

Sub: Administrative apathy during drought

Dear sir

Through the columns of your esteemed newspaper, I want to draw the attention of the public in general & the government in particular towards the plight of drought-affected people & cattle of our district & the administrative apathy & utter neglect of relief measures.

Date _____
Page _____

Everyone is aware of the failure of rain for four successive years in our area.

Consequently, there is a severe drought. Wells have dried up. The tanks & baolis have become pits full of baked mud. Grass has been dried up. Even sturdy trees of acacia have shed their leaves. Some private agencies & non-government agencies have rushed food for men & fodder for animals, but this not enough to the demand. We have written to the authorities concerned many times but they have been apathetic & disinterested. It is hoped that your editorial comments would lend force to my fervent appeal for rushing ^{grain} ~~grain~~ water & fodder to this famine-stricken area.

Yours faithfully
Rekha Chauhan

- Date _____
Page _____
3. You are Anam (Anjali) of 21 Kailash park, New Delhi. Write a letter to the Editor of the local newspaper about the menace of stray dogs in your colony.

21 Kailash Park

New Delhi

7 September 2021

The Editor

The Statesman

New Delhi

Sub: Menace of Stray Dogs in Kailash Park
Sir

Delhi is the capital of India as well as a city of numerous problem viz traffic jams, power cut, diy taps & pollution. A new problem has cropped up recently - the problem of stray animals. Cows, pigs, donkeys & dogs are left off to be feed on garbage. These animals cause road-blocks & lead to serious road accidents besides polluting the environment. The menace of stray dogs has assumed alarming proportions. These dogs bark at the strangers as well as at the residents

The children are scared of moving out without an older member to escort them. Even the adults are afraid of dog bites & the painful consequences. So they have to move out with sticks in hand.

It is high time the authorities tackled this problem firmly. I hope the publication of my letter in your newspaper will attract the attention of the authorities & make them realise the gravity of the problem. Hope for wide publicity.

Yours faithfully
Anjali

Informal letter

4. Inviting a friend for spending a vacation together.

100, Maryura Apartment,
Patia, BBSR

September 25, 2021

Dear Rangeta

It's been a long time since we met. How are you? I hope you are doing well? I hope this letter finds you in good health. As you know that summer vacation has already started, I was thinking of

spending the vacations together in Mumbai.
I want you to take you out on the city
tour as well as introduce my friends &
family to you. I would love to go out &
have street food with you. We can enjoy
some time near Marine Drive.
I am just excited at the thought of me &
you spending the vacations together. I just
hope that you share your response with
me & let me know if it possible for you
to come to my place.
With lots of love
Yours lovingly
Sakshi

5. Letter to a friend for speedy recovery.

B-32 ; Sector = 12
Rohini Market Complex
Patia , BBSR

26 September 2021

Dear Muskan

I am sorry to hear that you are suffering
from jaundice. Though I want to visit you
I am unable to do so due to some

pre-occupations. Jaundice is a common disease now a days & you need not worry much about it. It was also affected by this disease a few years ago & I could recover from it within a fortnight.

How ever, you should not take it too tightly also. I would advise you to consult a good doctor at first & get all the necessary tests carried out. You must also remember to take your medicines on time. Food items containing fat are taboo for this disease.

You must be very prudent to avoid them. Complete rest is another requisite for speedy recovery. So you must not strain body or mind. If you are in need of money

I hope you will let me know. I can also cancel my engagements here & come to your place if you feel my presence would be helpful.

~~Reading~~ We all pray to god for your quick recovery. So take care of your health & get well soon. Please convey my regards to uncle & aunt at home. See you soon.

Yours sincerely
Shreya