

# **SSC English Question Bank**

**By  
Maharashtra Government**

**Section 05 Letter Writing  
With Answers**



## **SSC Question Bank by Maharashtra Government** **Section 5 Letter Writing**

### **SECTION V: WRITING SKILLS**

#### **SET 1: Q. 5/ Q.6 WRITING SKILLS (20 Marks)**

##### **Q.5 A Letter Writing**

A1 or A2. Do any one of the following activities: (5 Marks)

Read the following advertisement and write any one of the following letters.

#### **POSTER MAKING COMPETITION**

**\*\*\* Win exciting prizes and gift vouchers\*\*\***

Theme: Water Conservation

Date: 1st May, Sunday

Venue: Town Hall Garden, Kolhapur

Time: 9 a.m. to 11 a.m.

Age group: 08 to 13 & 14 & 18

**\*\* Bring your own material. Entry fees: 20 rupees**

**\*\* For more details or Registration Contact: Green Earth**

Shalini Palace, Kolhapur, 416007

E-mail- **gogreenearth1@gmail.com**

#### **A1 Informal Letter:**

You are Meeta/Amit Deshmukh. Write a letter to your young cousin; encourage her/him to take part in this competition. Tell him/her all details.

**OR**

**A2 Formal Letter:**

You are Meeta /Amit Deshmukh, residing at Salunkhenagar, Shikshak Colony, Kolhapur.

Write a letter to Event Organizer requesting him/her to register your name as an entry for the Competition.

**Use following points to enquire more details:**

- Registration closing date.
- Snacks/ refreshment during competition
- Details of certificate and prize distribution.
- Add your own points.

**Ans:**

Amit Deshmukh.  
Salunkhenagar,  
Shikshak Colony,  
Kolhapur. 416012.

Dear Rakesh,

How are you? How are uncle & untie? I am fine here I hope your also fine there.

I am writing this letter with a special purpose.

I know very well that you are so smart guy. Your imagination power is mind blowing. Your love for nature is well known.

You have a golden opportunity to participate in Poster making Competition. Green Earth NGO has organized POSTER MAKING COMPETITION on 1<sup>st</sup> May Sunday.

The theme is Water Conservation. Entry fees is only Rs. 20/. The percipients age should be 08 to 13 & 14 & 18. The venue is Town Hall Garden, Kolhapur. You have to bring your own material. For more details or Registration Contact: Green Earth

Shalini Palace, Kolhapur, 416007. E-mail- **gogreenearth1@gmail.com**

I hope you will participate in this competition. I am sure you will win 1<sup>st</sup> prize.

Give my best regard to elders. Write me soon I am waiting for your positive reply.

your lovingly,

Amit.

**A2 Formal Letter:**

Amit Deshmukh.  
Salunkhenagar,  
Shikshak Colony,  
Kolhapur. 416012  
25th April,2023.

**To,**

The Organizer.  
Green Earth,  
Shalini Palace,  
Kolhapur,416007

**Sub:** Request for registration.

**Respected Sir,**

I am Amit Deshmukh student studying in class IX. I have read your advertisement regarding Poster Making Completion on the theme of Water Conservation.

Sir, it is School vacation time & you have organized a very good event. Especially on the topic of Water Conservation. It is time to make aware of students the importance of water.

Sir, I have got ideas about the date, time, & place of the competition. I am interested to register my name for this event. But I want to know some detailed information about the Registration closing date. Is there any facilities of Snacks/ refreshment during the competition? When will you declare the result? Please inform me about the prize distribution time and date.

I hope you will reply as soon as possible.

Thank you.

Yours truly,

Amit Deshmukh.

**SET 2: Q. 5/ Q.6 WRITING SKILLS (20 Marks)****A1 or A2. Do any one of the following activities: (5 Marks)**

Read the advertisement by Aurangabad Municipal Corporation about Covid 19 Pandemic and write any one of the letters given below.

## **COVID 19 Pandemic**

**'Life is valuable let's protect it.'**

### **PREVENTION IS ALWAYS BETTER**

- ☐ Don't ignore these symptoms: \*How to avoid infection:
- ☐ Fever \*Keep a physical distance of 6 feet.
- ☐ Dry cough \*Wash hands with soap and use sanitizer.
- ☐ Tiredness \*Use masks in public places
- ☐ Aches & pains \*Avoid close contact with sick people.
- ☐ Sore throat
- ☐ Diarrhea \*Avoid touching your nose, eyes & mouth without cleaning your hands.
- ☐ Loss of taste/ smell
- ☐ A rash on the skin or discoloration of fingers or toes.

### **A1 Informal Letter:**

You are Suyash / Ishani Hirave, living at SB colony, CIDCO, Aurangabad. Write a letter to your friend informing him/her about the symptoms of Covid 19, how to avoid infection and take care of your health. You may add your points.

### **A2) Formal Letter:**

Write a letter to The Chief Medical Officer, Government Hospital, Aurangabad thanking him for the informative and guiding poster on Covid 19. You may add your own points.

**Ans:**

Suyash Hirave.  
SB colony,  
CIDCO,  
Aurangabad. 43100.  
6<sup>th</sup> March, 2021.

Dear Raj,

Hope all of you are keeping well and staying safe. I have been watching the news everyday to keep track of every information about COVID-19, and the number of people affected is increasing and decreasing at its own pace. I was so concerned when I saw that COVID rates are increasing in your area.

Aurangabad Municipal Corporation has given some precaution guidelines about Covid 19 Pandemic. You have to follow all those guidelines. Symptoms of covid 19 are continuous fever, dry cough, tiredness, aches & pains sore throat, diarrhea, loss of taste/ smell, a rash on the skin or discoloration of fingers or toes. You should not neglect these symptoms. Be in contact with doctors.

They also given some precautions tips like 1. Keep a physical distance of 6 feet.

\*Wash hands with soap and use sanitizer. \*Use masks in public places. \*Avoid close contact with sick people. \*Avoid touching your nose, eyes & mouth without cleaning your hands. Try not to use public transport for the time being and make sure everyone at home takes care of themselves too. Also, get your vaccine shots as soon as possible.

It has been a really long time since we met each other. I just hope all this commotion that this pandemic has brought into our lives is over soon so that we can meet each other.

Write to me when possible. Convey my regards to everyone at home.

Yours loving friend,

Suyash.

**A2 Formal Letter:**

Suyash Hirave.  
SB colony,  
CIDCO,  
Aurangabad. 43100.  
6<sup>th</sup> March, 2021.

To,  
The Chief Medical Officer,  
Government Hospital,  
Aurangabad 43100.

**Sub:** Thanking for the informative and guiding poster on Covid 19.

**Respected sir,**

I am Suyash Hirave, one of the citizen of Aurangabad city. I am so happy to notice that Aurangabad corporation has displayed some of the precautions and informative and guiding poster on Covid 19. In this pandemic situation such types of social awareness is needed. Because day by day corona virus is spreading rapidly in our city. Covid19 positive cases are increasing. So in this crucial time, such awareness is necessary.

You have given some precaution guidelines about Covid 19 Pandemic. People should follow all those guidelines. Symptoms of covid 19 are: continuous fever, dry cough, tiredness, aches & pains, sore throat, diarrhea, loss of taste/ smell, a rash on the skin or discoloration of fingers or toes. One should not neglect these symptoms. People should be touch with doctors. You also given some precautions tips like 1. Keep a physical distance of 6 feet. \*Wash hands with soap and use sanitizer. \*Use masks in public places. \*Avoid close contact with sick people. \*Avoid touching your nose, eyes & mouth without cleaning your hands.

Once again thank you for social awareness regarding covid 19 pandemic.

Your faithfully,  
Suyash Hirave.

### **SET 3: Q. 5/ Q.6 WRITING SKILLS (20 Marks)**

#### **A1 or A2. Do any one of the following activities: (5 Marks)**

**Read the following News and write any one of the following letters.**

#### **Beautiful Bloom without Soil**

House Garbage to Cultivate Garden, Nagpur:  
Mrs. Bhagat of Mahatma Phule Nagar; turned wet garbage from the kitchen into organic fertilizer (manure) and developed a garden. She has planted various flowering, fruit plants and also vegetables. She derived sheer joy and gets fresh veggies.

**'No Rotten Smell only Fragrance' Best out of the West.**

**A1 Informal Letter:**

Write a letter to your elder sister encouraging her to develop a terrace garden using the information from the news. You may add your own points.

**A2 Formal Letter:**

Write a letter to the chairman of the society where you live; requesting him to take initiative to create awareness among the people of the society to create their own organic manure at home and to create Best out of West.

Use the information from the news. You may add your own points.

**Ans:**

Meena Sawant.  
Flat No. 304  
Adarsh Society,  
M.G. Road,  
Nagpur 440001.  
6<sup>th</sup> March 2023.

Dear Didi,

Let me, first of all, congratulate you for purchasing a terrace flat. I am sure, you are shifting to your new flat very soon. I think you should develop a garden in the terrace. It will not only provide soothing greenery to your eyes but also bring peace to your heart. It is also a good hobby to pass your leisure time fruitfully. I remember reading a news item in the recent newspaper which said that house garbage can be used to cultivate garden. You can compost your kitchen food waste to grow the garden.

It is very easy and requires little time, effort or space. This compost is invaluable for the soil in your potted plants. It is a total natural food for the soil.

Above all, this will help in reducing pollution by making a proper use of the waste. You can plant flower plants as well as vegetables. I am sure you will enjoy growing fresh vegetables for your family and flowers to add a lively and colorful joy to your life. Convey my regards to Jijai and love to kids.

Your loving sister,  
Meena.

**A2 Formal Letter:**

**Meena Sawant.**

Flat No. 304  
Adarsh Society,  
M.G. Road,  
Nagpur 440001

**6<sup>th</sup> March, 2023.**

**To,**

The chairman.  
Adarsh Society,  
M.G. Road,  
Nagpur 44000.

**Sub.:** To create awareness of organic manure at home.

Respected Sir,

I am Meena Sawant living in flat No. 304. first of all I would like to congratulate you & society members who are running society absolutely fine.

Yesterday I have read a news regarding Beautiful Bloom without Soil House Garbage to Cultivate Garden. The news was about Mrs. Bhagat of Mahatma Phule Nagar; who turned wet garbage from the kitchen into organic fertilizer (manure) and developed a garden. She has planted various flowering, fruit plants and also vegetables. She derived sheer joy and gets fresh veggies.

I think we can apply this technique in our society. We can compost our kitchen food waste to grow the garden. It is very easy and requires little time, effort or space. This compost is invaluable for the soil in your potted plants. It is a totally natural food for the soil.

Above all, this will help in reducing pollution by making proper use of the waste. You can take initiative to create awareness among the people of the society to create their own organic manure at home and to create Best out of West.

Thank you.

Yours truly,

Meena Sawant.

#### **SET 4: Q. 5/ Q.6 WRITING SKILLS (20 Marks)**

#### **A1 or A2. Do any one of the following activities: (5 Marks)**

Read the following poster and attempt any one of the following letters.



### **Developing Writing Skills**

- Read prose and poetry lessons loudly.
- Underline and write down new words from your course book with their meanings and forms in your notebook and learn them.
- Enrich your vocabulary by reading storybooks, newspapers etc.
- Try to converse in simple English with your teacher/s & friends.
- Make use of the Dictionary always.
- Try to write your thoughts and feelings in your own words.
- Edit and re-edit your writings.
- Review your studies every day.
- Bring variety to your study habits.

BE CONFIDENT, BELIEVE IN YOURSELF  
SUCCESS IS YOURS

### **A1 Informal Letter:**

You are Shahista/ SahilShaikh. Write a letter to your friend who is not doing well in English. Advise her/ him to study well. Make use of the points given in the poster. You may add your own points.

### **A2 Formal Letter:**

Write a letter to your English Teacher thanking for such a guiding poster and how it helped you in your studies. Assure him/her of your studies and ask for some more tips. Make use of the points given in the poster. You may add your own points.

**Ans:**

**Sahil Shaikh.**

Flat 236, Block C,  
Hill Crest view Apartment,  
Salem Street,  
Mumbai 400104.

**2nd March.2023.**

**Dear Raj,**

How are you? How is everyone at home? I just come to know that your performance in the English subject was not as expected because you were a bit nervous. But my friend, don't worry there are so many easy ways to make mastery on the English language. I am going to tell some of the important tips for developing the English language.

You should read prose and poetry lessons loudly. So you will be familiar with new words & their pronunciations. One more thing is that underline and write down new words from your course book their meanings and forms in your notebook and learn them.

You should enrich your vocabulary by reading storybooks, newspapers etc. You can try to converse in simple English with your teacher/s & friends. You should make use of the Dictionary always. You should always try to write your thoughts and feelings in your own words. Edit and re-edit your writings. Review your studies every day. You have to bring variety to your study habits. If you follow my above tips then definitely you will improve your English.

At last, I would like to tell you to BE CONFIDENT, BELIEVE IN YOURSELF  
SUCCESS IS YOURS. All the Best for your next exam. Give my regards to Uncle and Aunty.  
I will wait for your reply.

**You loving friend,  
Sahil.**

**A2 Formal Letter:**

**Sahil Shinde.**

Std. 9<sup>th</sup>/A

Sarswati Vidyalaya,

Mumbai 400104.

**2nd March.2023.**

To,

Mr. Chavan (English Sub. Teacher).

Saraswati Vidyalaya,

M. G. Road,

Mumbai, 400104.

**Sub:** Thanks for your valuable guidance.

**Respected Sir,**

I am Sahil Shinde studying class IX, division A. Sir as you know, in the 2<sup>nd</sup> unit test my performance in the English subject was very horrible. I got only 25 marks out of 50. I was so nervous. But you have motivated & guided me personally about how to improve my English Language.

Your guidance such as reading prose and poetry lessons loudly. I have to underline and write down new words from my course book with their meanings. I should enrich my vocabulary by reading storybooks, newspapers, etc.

I have to try to converse in simple English with my teacher/s & friends.

You told me to make use of the Dictionary always.

Sir, I am so motivated now. Definitely, you will notice my improvements in the coming exam. Because I am going to apply all your valuable tips of improving English.

Thank you.

**Yours faithfully,**

**Sahil Shinde.**

### **SET 5: Q. 5/ Q.6 WRITING SKILLS (20 Marks)**

#### **A1 or A2. Do any one of the following activities: (5 Marks)**

Read the following 'Notice' issued by the Head Master of your school. Write any one of the letters given below.

#### **One-Day Trip to Pratapgadh& Mahabaleshwar**

□ Contribution-500 rupees

□ Spots to Visit: Pratap Gadh, Dhom Dam, various beautiful points & Jam factory in Mahabaleshwar,

□ Enjoy scenic beauty, and pleasant weather, and refresh yourself.

□ Things to carry: Water bottle, snacks & tiffin, cap, proper clothing, essential medicines, notepad & pen.

**Will start: at 4.30 a.m. from school and will return at 10.00 p.m. to school.**

**A1 Informal Letter:**

You are Rashmi/ Rohan Surve, staying in a School Hostel. Write a letter to your mother/father asking permission to go on a trip. Also, request her/ him to send you the necessary amount.

**A2 Formal Letter:**

Write a letter to The Head Master of your school requesting him/ her to arrange a one-day trip for your class. Convince him/her why do you need such a trip. How will the trip help to refresh all students? What knowledge will the students get after such a trip? You may add your own points.

**Ans:**

Rohan Surve.  
Shah Maharaj Hostel,  
Kolhapur 416012.  
10<sup>th</sup> April, 2023.

Dear Daddy,

How are you? What about your health? I hope you will be fit & fine there. Yesterday I received your letter. I became so happy to read it. Don't worry about me. I am fine here. Our class is going on One Day Trip to Pratapgadh & Mahabaleshwar on 19 April, and I was wondering if you could allow me to go as well. We will be visiting Pratapgadh, Dhom Dam, various beautiful points & Jam factory in Mahabaleshwar, as you know that Mahabaleshwar is a beautiful place. We will enjoy the beautiful cool weather of Mahabaleshwar.

The supervisor has allowed us to carry a Water bottle, snacks & tiffin, cap, proper clothing, essential medicines, note pad & pen.

The contribution for the picnic is Rs 500 per student. If you don't mind me going on the trip, could you please send the money as soon as possible? Also, if Mother could prepare some of my favorite snack items, I will be able to enjoy them with my friends at the picnic. I have included a copy of the notice for the other details of the picnic. I will be waiting for your reply! Give my regards to everyone in the family. I miss you all!

Your loving son,  
Rohan

**A2 Formal Letter:**

**Rohan Surve.**

Std. 9<sup>th</sup>/A

VK Convent School,

Lotus Lane,

Kolhapur 416012.

25<sup>th</sup> Feb.,2023.

**To,**

The Principal

VK Convent School,

Lotus Lane,

Kolhapur 416012.

**Subject:** Request application for arranging a trip.

Respected Sir,

I'm a student of class 9 A, I'm writing this application on behalf of all students in my class.

I would like to request as our final exams have been completed we would like to go out for One Day Trip to Pratapgadh & Mahabaleshwar

Just last week our second unit test is finished. We wish to have some refreshment & change from daily school routine. I think it will be possible if you arranged a one-day class trip. As I gathered information that Mahablewshwar Pratap gad is a suitable place for one day trip.

There is time for next semester's commencement so this time would be best. It is a historical fort. it will be a knowledgeable trip for us.

It is my humble request to consider this, I hope you would agree and arrange a trip for us as this is our last time hereafter we all will be preparing for boards and won't get time for such trips.

Thank you.

Yours faithfully,

Rohan Surve.

Std. 9<sup>th</sup>/A

Roll No. 15

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