

St. Peter's Senior Secondary School

English (301)

Assignment 2

Letter to the Editor

A Letter to the Editor may be written to the Editor of a newspaper or a magazine. It is written to highlight a social issue or problem. It can also be written in order to get it published in the said medium.

As it is a formal letter, the format has to be followed strictly. Only formal language can be used i.e. abbreviations and slang language should be avoided.

The format of a letter to the editor of a Newspaper is as follows:-

1. Sender's Address: The address and contact details of the sender are written here. Include email and phone number, if required or if mentioned in the question.

2. Date: The date is written below the sender's address after leaving one space or line.

Eg: 27 April 2020 (no comma or short forms are to be used)

3. Receiving Editor's address: The address of the recipient of the mail i.e. the Editor is written here.

4. Subject of the letter: The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.

5. Salutation (Sir / Respected sir / Madam)

6. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give a detail of the matter.

Paragraph 3: Conclude by mentioning what you expect from the editor. (For example, you may want him to highlight the issue in his newspaper / magazine).

7. Complimentary Closing

8. Sender's name, signature and designation(if any)

Sender's Address
Date(27 April 2020)
Receiver's Address
Sub:
Salutation(Dear Sir/Sir/Ma'am)
Paragraph 1: Introduction (purpose of writing)
Paragraph 2:Details of the topic
Paragraph 3: Conclusion (suggestions/remedy)
Thanking you
Signature
(Sender's Name)
Designation

Question 1 : Write a letter to the Editor ,'The Indian Times', Jaipur highlighting the need to tap the sports talent at a young age by sports teachers, coaches etc. So that it does not go unrecognized. Thus we shall have a large pool of young talented sports person who can be groomed. You are Poorva /Paras 78. Inderpuri, Jaipur (120 words)

NOTICE WRITING

A notice is written to give information to a larger number of people by putting up the information on the notice board. It is usually meant to display information about an event or a programme.

Remember the following while writing a Notice

1. Write the notice in a box.
2. Put the word '**NOTICE**' in block and bold letters at the top center.
3. Write the notice in third person. (Avoid the first person.)
4. Mention date and name/designation of the issuing authority.

5. Include all important details such as time, place and date of the event.
6. Adhere strictly to the limit of 50 words.

Format:

1. **Name of Issuing Organization/Authority:** Right at the very top, you write the name of the company/ organization that is issuing the said notices.
2. **Title:** When writing notices we mention a title “NOTICE” at the top. This helps draw attention to the document.
3. **Date:** On the left-hand side we write the date on which the notice has been published.
4. **Heading:** The heading should make the purpose of the notice clear.
5. **Body:** After the heading, the main content of the notice features in the body.
6. **Writer’s Name and Designation:** At the end of the notice we write the name and designation of the notice-writer. The notice have to also be signed by the same .

NAME OF THE ORGANISATION	
DATE	NOTICE
HEADLINE/SUBJECT	
CONTENT OF THE NOTICE	
SIGNATURE:	
DESIGNATION OF THE ISSUING AUTHORITY	

Modern School, Barakhamba Road, New Delhi

NOTICE

March 20, 2012

ATTENTION! MUSIC LOVERS!

The school is hosting the 6th Inter-School Musical carnival for classes VI-IX on April 10, 2012 at Indian Habitat Centre, Lodhi Road at 9:00 a.m.

All the talented students with gifted voices may appear for the audition to be conducted in the presence of Mrs. Bela Shende, the well-known singer on March 22, 2012 at 9 a.m. in the school auditorium.

For further details, contact the undersigned.

Varun Malhotra
(Secretary, Music Club)

Question 2: You are Asma/Ashish, the head girl/boy of XYZ international school. Your school is soon going to publish the annual magazine next month. Write a notice for the notice board of your school inviting students to submit write-ups.

Question 3: You are Ruhi /Rahul , head girl/boy of ABC convent school. Your school is going to organize an inter-school singing competition. Write a notice for your school notice board inviting names of all the interested students.

- For the next assignment revise Note Making and Advertisement .