

St. Peter's Senior Secondary School

English (301)

Assignment 4

SPEECH WRITING:

Speech writing refers to formal expression of views in front of an audience.

It is important to clarify the purpose of the speech. One should be clear if the speech writing is for persuading the audience, to inform them or to convince them about something. This will help in deciding the style and vocabulary while writing the speech.

1. OPENING LINE- This includes salutations and introduction to the topic. You can mention your name if it is specified in the question.

2. BODY- Explain the current situation, the problems (if any) and whether after any corrective actions, betterment in the situation has been observed or not.

- It may include advantages/ disadvantages depending upon the topic in question.
- You have to strictly follow the prescribed word limit.
- It is very important that you do not deviate from the topic.

3. SOLUTION/CONCLUDING PARAGRAPH- Now, it is to be remembered that wherever you elaborate a problem, you always have to mention the steps being taken to improve the situation and suggest a few solutions as well.

- Now, it would be great if you could add a few relevant quotes
- Last but not the least, the concluding line, thanking the audience for their cooperation and their patience.

Respected principal, teachers and my dear friends. Today, I stand before you to share my views on 'Road Safety and Us'.

Opening
line(s)

Accidents and deaths caused due to road accidents are increasing day by day. The increase in vehicular traffic on the roads, especially in big cities, has aggravated the situation further. Often pedestrians get hit without any fault of theirs. Rash and negligent driving by drunk-drivers add to the rising count of road accidents.

Middle
paragraph

Now, the question arises as to what should be done to make roads safe for commuters? The answer to this question lies within us. We must follow traffic rules and stick to the prescribed speed limits. Drinking and driving must be discouraged. Proper safety precautions like helmets and safety belts must be adhered to. We must understand that our safety lies in our own hands. Have a safe life.

Concluding
paragraph

Thank you for listening with patience. ← Closing note

Question 1. As Mukul / Mahima of Alps Public School, write a speech to be delivered in school assembly highlighting the importance of cleanliness suggesting that the state of cleanliness reflects the character of its citizens. (150-200 words)

Letter of complaints:

A Letter of Complaint is a type of letter written to address any type of wrong-doing, offence, grievance, resentment arising out of a product, service, etc. It is used to raise your concern about unfair things and seek a productive outcome. It inspires other troubled consumers and influences the concerned authorities to take proper action.

Format :

- 1. Sender's Address:** The sender's address is usually put on the top left-hand corner of the page.
- 2. Date:** The date is written below the sender's address after leaving one space or line.

Eg: 11 May 2020 (no comma or short forms are to be used)

- 3. Receiver's Address:** Make sure you write the title/name/position etc of the receiving official, as the first line of the address.

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 being 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. Provide details about the product or service that is the subject of the complaint. Include dates, location and the specifications about the item or service.

Paragraph 2: Give a detail of the matter. Provide details about the problem. This may include malfunction, billing issues, details that were not disclosed, etc. Mention how you would like them to resolve your problem. Provide specifics about what you're seeking.

Paragraph 3: Indicate you are including copies of transaction document and you look forward to their reply within a specific time period and they can contact you about the issue and provide your contact details

7. Complimentary Closing

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

Tips for writing a Complaint Letter:-

- Although the motive of complaint letter is to vent out your grievance and frustration, it is imperative that you use a tone which is polite and simple. Try to be formal.
- Make sure that you introduce yourself properly.
- The purpose of writing should be clear.
- Make sure you adhere to the format as it carries marks.
- Make sure you double check for grammatical accuracy and spellings. They carry marks.
- Give one line space every time you change a paragraph.
- Presentation is very important.

Sender's Address

Date (11 May 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

Question 2. Write a letter to M/s. H.M.T. Corporation Chandigarh, complaining that the wrist watch you recently bought from them does not function properly and ask for replacement. You are Dipti / Deepak Gupta, 450, Sector 18, Chandigarh.

Note: For the next assignment : Read Chapter 1 The Last Lesson (Flamingo)

In case you do not have the textbook you may follow the link given below

http://ncertbooks.prashanthellina.com/class_12.English.Flamingo/Chap-01%20final.pdf