

# Writing Skills

---

## 1. Letter – Formal and Informal

(पात्र – औपचारिक तथा अनौपचारिक)

Reading

A. Read the different types of letters given below and answer the following questions –  
नीचे दिये गये विभिन्न प्रकार के पत्रों को पढ़िये तथा निम्नलिखित प्रश्नों के उत्तर, दीजिए –

Jain Book Distributors

6, Chaura Rasta, Jaipur

Tel: 0141-28375290

Fax: 0141-28375291

Telefax Transmission

To: Oxford Books Ltd.

Date: 10 Nov, 20- -Re: Order for Rajasthan and Haryana

Pages: 3 inclg

FAO: Mr Ranjit Sahney

Dear Mr Sahney

Thank you very much for sending us all the titles in our order No. RJP12531. I am faxing the completed form for commerce and Management titles that should reach us by month end latest. I am going to post the order this afternoon so you should receive it later this week. I look forward to hearing from you soon.

Yours sincerely

Ramesh Gupta

B.

Fri, 05:30 PM

Mohit called. Staying at Mount Point, room 342, Tel: 0141-2274034. Call her back.

Bhuvnesh

C.

Date: Thurs, 11 Jan, 20- – 17:19:19 +05:30  
From: Mohit Agrawal  
(mohitagl1994@gmail.com)  
Subject : Hope to see you soon.  
X – Originating – IP: [203.122.14.133]  
X – Sender: arunasharma99@rediffmail.com

To: Aruna Sharma

(arunasharma99@rediffmail.com)

Aruna.

I am in town till Sunday morning. I rang and left a message but wasn't sure you would get it. I'm staying at Hotel point, room 342, Tel: 0141-2274034. Can we have dinner Fri or Sat night? Have meetings and conferences through the day. My new cell no. is 09834251734. We could eat at the hotel but would not mind getting out for a while. Get in touch asap so that I may plan ahead.

Let's Meet!

Mohit

D.

Tarun Prakash  
21/2, Vivek Vihar  
Ajmer  
12 Nov, 20- –  
The Principal  
Maharaja Agrasen College  
University of Delhi  
Mayur Vihar, Delhi – 110006

Dear Sir/Madam

This is in response to the advertisement in the Times of India dt. 5 Nov, 20- -for a teacher's position in History. I completed my B.Ed from Regional College, Ajmer, MDS University in 20- – I have also worked as a part – time teacher in Shivaji School for around six months. I shall be grateful if you could consider my application for the post of teacher in history in your school.

Yours faithfully

Tarun Prakash

(i) Which of the four letters given above is  
ऊपर लिखे चारों पत्रों में कौन-सा पत्र है।

- (a) a note?
- (b) an email?
- (c) a covering letter for an application?
- (d) a covering letter for a fax?

**Answer:** (a) a note = B

(b) an email = C

(c) a covering letter for an application = D

(d) a covering letter for a fax = A

(ii) Which of these are formal and which are informal?  
इन पत्रों में कौन-से formal और कौन-से informal पत्र हैं :

**Answer:**

A and D are formal. B and C are informal. Now, here are the rules about writing letters:

अब, पत्र लिखने के कुछ नियम इस प्रकार हैं :

- प्रत्येक पत्र के तीन भाग होते हैं
- (a) the superscription पत्र लिखने वाले का नाम, पता तथा किसे लिखा जा रहा है।
- (b) body मुख्य भाग
- (c) subscription हस्ताक्षर, नाम लेखन।
- subscription से तात्पर्य पत्र लिखने वाले का नाम, पता तथा जिसे लिखा जा रहा है उसका सम्बोधन।।
- body में वे सभी बातें लिखी जाती हैं जिन्हें पत्र का लेखक इसमें लिखना चाहता है।
- subscription अंतिम पते, लेखक के नाम इत्यादि को समर्पित होता है।

When we begin a letter with Dear Sir or Dear Madam or Dear Sir/Madam we end it with Yours faithfully or Yours truly. When we begin a letter with Dear Mr/Ms+Surname/Family name we end it with Yours sincerely. When writing on business to a person you know well, you can begin with Dear + First name and end with Best Wishes or Warm Regards and Yours sincerely.

जब हम पत्र को Dear Sir / Dear Madam से प्रारंभ करते हैं तो इसका अंत Yours faithfully / Yours truly से करते हैं जब हम पत्र का प्रारंभ Dear Mr / Ms / + Surname / Family name से करते हैं तो उसका अंत Yours sincerely से करते हैं। जब हम किसी व्यावसायिक कार्य से कोई पत्र किसी ऐसे व्यक्ति को लिख रहे हैं जिसे हम अच्छी तरह से जानते हैं तो हम Dear First name से शुरू तथा अंत Best Wishes या warm regards तथा Yours sincerely से करते हैं। iii. जो पत्र आपने अभी-अभी पढ़े हैं उनमें ढेर सारे लघु रूप प्रयुक्त हुए हैं। उन लघु रूपों को खोजिये जिनके अर्थ निम्नलिखित हैं।

- (a) Regarding
- (b) For the attention of
- (c) As soon as possible
- (d) Enclosure
- (e) Dated
- (f) Telephone

**Answer:** (a) Regarding = Re  
 (b) For the attention of = FAO  
 (c) As soon as possible = ASAP  
 (d) Enclosure = inclg  
 (e) Dated = Dt.  
 (f) Telephone = Tel

**Now write short letters on the following:**

अब निम्नलिखित पर संक्षिप्त पत्र लिखिये –

1. Congratulate a cousin who has found. himself a job.

2. Thank a friend for a birthday present.
3. Write a letter of condolence to the mother of a school friend who died in an accident.
4. Thank a teacher who specially helped you prepare for an examination.
5. Write a letter to the editor of a prestigious national daily, stating the problem of noise pollution.
6. Write an application to your class teacher requesting him to grant you three days leave.

1. A Letter to a cousin congratulating on Finding a Job.

205 Gandhi Nagar

Jaipur

10 July 20- –

My dear Akash I am really very happy to know that you have found a nice job in the Hindustan Zinc Limited. Please accept my heartiest congratulations on your finding a nice job. I expect you will work hard sincerely and show your capabilities towards the growth of the company's progress. Convey my regards to uncle and aunt and give my love to Abhishek.

Yours affectionately

Madhav

2. A Letter to Your Friend Thanking Him for the Birthday Present.

15, Pawan Kunj

Kaman (Bharatpur)

25 May, 20- –

**My dear**

Dushyant I received your letter and the parcel of the gift on my birthday two days ago. Your absence from the function pained me very much. I missed you very much on this occasion. Thank you very much for your good wishes and the lovely wrist watch. The watch will be very helpful to me. I shall be able to manage my time well now. It will also be helpful during my examination days. I, once again, thank you for this lovely gift.

My sincere regards to Uncle and Aunt and love to Anu.

Your sincerely

Akash

3. A Letter of Condolence to the Mother of a School friend Who Died in an Accident.

157 Gulab Baag

Dholpur

18 September 20--

My dear Aunt

I am shocked to know about the sad demise of Sunil in a road accident. When I met him last week, he was quite happy on seeing me after a few days.

I had never thought that he would leave us so early. Sunil was ever smiling and very helpful in nature. He was a brilliant student.

His death is a personal loss to me. He always treated me with affection. I have no words to express my grief on such an occasion. I pray to God to give you strength to bear this loss. Please console yourself. We are helpless before God's will.

Mysterious are the ways of God. My sympathies are with you in this hour of deep sorrow.

May God grant peace to the departed soul ! With heavy heart

Yours sincerely

Ajay

#### 4. A Letter to the Teacher Thanking Him for Helping You Prepare Especially for an

##### Examinations

159, Rejendra Nagar

Bharutpur

15 July, 20--

Respected Sir

I thank you very much for your special help in preparing for the examination. Before examinations, I was very nervous and did not know what to do. Then I sought your help. You guided me very well. You gave me a few short cuts to learn my lessons and important topics. Due to your help I was able to secure at grade in class VIII Board examinations. I shall be grateful to you forever. I cannot forget your kind help which you provided me when I was in trouble. I, once again, thank you very much.

Yours sincerely

Amit

## 5. A Letter to the Editor Stating the Problem of Noise Pollution

B-117 Jawahar Nagar

Jodhpur

10 March 20- -

The Editor The Rajasthan Patrika Jodhpur

Subject : Regarding the problem of noise pollution in the city.

Sir

Through your newspaper I want to draw the attention of the authorities concerned that nowadays the examinations are going on. But due to the noise pollution in the city the students are unable to concentrate on their studies.

The terrible traffic noise, the use of loudspeakers and the shrieking horns have made our life miserable. If the noise pollution continues like this, we may fail in the examinations.

It is, therefore, requested to put a ban on the use of loudspeakers as well as the heavy vehicles should not be permitted to enter the city. I hope that the authorities concerned will pay attention to solve this problem.

Yours faithfully

Amit

## 6. An Application to your Class Teacher Requesting him to Grant you Three Days Leave

25 Gandhi Nagar

Barmer

19 August 20- -

The Class Teacher

(Class IX)

Govt. Sr. Sec. School

Barmer

Subject : Regarding Three Days Leave

Sir

With due respect I beg to say that I have been suffering from fever since last night. The doctor has advised me to take three days rest. I, therefore, request you to grant me three days leave from 19 August to 21 Aug. 20- -.

Regards

Yours sincerely

Sunil

Class IX

## 2. Writing Dialogues

(वार्तालाप लेखन)

निम्नलिखित दो वार्तालापों को पढ़िए। प्रथम वार्तालाप औपचारिक (formal) स्थिति में हुआ है जब की दूसरा अनौपचारिक (informal) है –

(1) Dr Preetam Singh and Dr Sahil Mohammed meet for the first time at the workplace of a common friend, Mr Vinod Bhandari. डॉ. प्रीतम सिंह तथा डॉ. साहिल मोहम्मद पहली बार दोनों के ही एक मित्र, श्री विनोद भण्डारी के कार्यस्थल पर मिलते हैं।

Mr Bhandari : Dr Singh I would like to introduce you to Dr Sahil Mohammed. Mr Mohammed is our company Secretary. Mr Mohammed, please meet Mr Vinod Bhandari. Mr Bhandari is an educational advisor with the UNICEF.

Dr Singh : How'd you do, Mr Mohammed? I'm happy to (shaking hands) meet you.

Mr Mohammed : Thank you, Dr Singh. This is indeed a pleasure.

(2) Aishwarya introduces her sister Alka to her classmate Rohit. ऐश्वर्या अपनी बहन अल्का का परिचय अपने सहपाठी रोहित से करवाती है।

Aishwarya : Rohit, this is my sister, Alka. She's an editor with the Indian Express. Alka, meet Rohit. He's my classmate and captain of the school basketball team.

Rohit : Hi, Alka! Nice meeting you.

Alka : Hello, Rohit. It's nice meeting you too.

Note that the language depends on the relationship-formal or informal-among the speakers. ध्यान दीजिए कि औपचारिक या अनौपचारिक भाषा का प्रयोग वक्ताओं के मध्य सम्बन्धों पर निर्भर करता है।

## 3. Writing Speech

(भाषण लेखन)

(i) Prepare a speech on 'Work is worship'.

‘कार्य ही पूजा है पर एक भाषण लिखो।’



The most honoured Principal Sir, Respected Teachers and Dear Friends No one can dispute that work is worship; only those who work attain the highest stairs of success in life. Everyone of us knows that one could become great because he or she worked hard. Our Scriptures across religions advocate the saying. In the Gita Lord Krishna says to Arjun "Karmanayavadhikarste ma faleshu kadachan." The persons who believe simply in rituals and prefer to abstain from their work, God does not forgive them and they fail to attain success in their life.

आदणीय प्रधानाचार्य, सम्मानीय गुरुजनों एवं प्यारे मित्रो इस बात में कोई भी मतभेद नहीं कि काम ही पूजा है; केवल वही सफलता के उच्च शिखरपर पहुँचते हैं जो काम करते हैं। हममें से प्रत्येक जानता है कि कोई तभी महान बन सका जब उसने कठोर परिश्रम किया। हमारे धर्मग्रन्थ भी यही कहते हैं। गीता में भगवान कृष्ण कहते हैं, 'कर्मण्ये वाधिकारस्ते मा फलेषु कदाचन।' जो व्यक्ति केवल कर्मकाण्ड में विश्वास करते हैं और कर्म से दूर भागते हैं उनको भगवान कभी क्षमा नहीं करते और वे अपने जीवन में सफलता पाने में असमर्थ हो जाते हैं।

(ii) Prepare a Debate on 'Success leads to Arrogance' 'सफलता घमण्ड लाती है' पर एक वाद-विवाद लिखिये।

Hon'ble Judges, Respected Teachers and my Dear Friends, the debate's topic is 'Success leads to arrogance' and I would like to speak in favour of the motion. Dear friends, you must have read the biography of several people such as Napoleon, Hitler, Mussoline etc. What made them arrogant and brought about their untimely downfall ? My opponents would agree with me that mild success keeps a person humble and polite whereas a succession of success leads one to haughtiness. Aren't we aware of the fact that one amongst us on his brilliant success in examination refuses to recognize and accord us respect? I would like to conclude by saying that great success snatches from a person the bare essentials of a human being and turns him into a devil.

आदरणीय निर्णायक महोदय, आदरणीय गुरुजी और मेरे प्यारे मित्रो ! वाद-विवाद का शीर्षक है 'सफलता घमण्ड लाती है' और मैं इस प्रस्ताव के पक्ष में बोलना चाहता हूँ। प्रिय मित्रो, आपने अनेक लोग जैसे नेपोलियन, हिटलर, मुसोलिनी आदि की आत्मकथा पढ़ी होगी। उनको किसने घमण्डी बनाया और किसने उनका पतन किया? मेरे विरोधी मेरी इस बात से सहमत होंगे कि हल्की सफलता मनुष्य को विनम्र और शिष्ट बनाती है जबकि सफलता के बाद सफलता मनुष्य को दंभी बना देती है। क्या हम इस बात को नहीं जानते कि हममें से जब किसी को परीक्षा में अत्यंत सफलता मिलती है तो वह हमें पहचानने से मना कर देता है तथा हमें सम्मान देना भी भूल जाता है? अंत में मैं यही कहना चाहूंगा कि भारी सफलता मानव के आवश्यक गुणों को समाप्त कर उसे शैतान बना देती है।

Now prepare a debate draft-against the motion.  
अव प्रस्ताव के खिलाफ एक वाद-विवाद लिखिये :

**Answer:** Hon'ble Judges, My Reverened Teachers and my Dear Friends ! The debate's topic is "Success leads to arrogance' and I would like to speak against the motion. Dear friends! I do not agree with the views of my learned friend.

In my view success makes a man more and more humble. The education makes a man successful. We may recollect innumerable names who succeeded and lead us towards right path. Mahatma Gandhi was one of the world's most successful man and he was very humble. The arrogant English had to surrender before his courteous manners. In the same way many scientists who invented new things for the mankind were never heard about their arrogance. Thomas Alva Addison, Har Govind Khurana, C.V. Raman, Dr A.P.J. Abdul Kalam all were great scientists. They were truly humane. In India all the great kings are known for their politeness, mercifulness and benevolence. I would like to conclude by saying that success makes a man humble and polite rather than making him arrogant.

माननीय निर्णायक महोदय, मेरे आदरणीय गुरुजनों तथा मेरे प्यारे मित्रो! वाद-विवाद का विषय है 'सफलता घमण्ड लाती है और मैं प्रस्ताव के विपक्ष में बोलना चाहता हूँ। प्रिय मित्रो! मैं अपने विद्वान साथी के दृष्टिकोण से सहमत नहीं हूँ लेकिन मेरे विचार से सफलता मनुष्य को और अधिक विनम्र बना देती है। शिक्षा मनुष्य को सफल बनाती है। हम अनगिनत नामों को याद कर सकते हैं। जिन्होंने सफलता पाई और हमें सही रास्ता दिखाया। महात्मा गाँधी संसार के उन सफलतम लोगों में से एक हैं और वे बड़े ही विनम्र थे घमण्डी अंग्रेजों को उनके विनम्र व्यवहार के आगे घुटने टेकने पड़े। इसी प्रकार से कई वैज्ञानिक हैं। जिन्होंने मानव जाति के लिए नई चीजों की खोज की तथा उनके घमण्ड के बारे में कभी भी नहीं सुना गया। थॉमस अल्वा ऐडिसन, हर गोविन्द खुराना, सी.बी. रमन, डॉ ए. पी.जे. अब्दुल कलाम ये सभी महान वैज्ञानिक थे। वे सही अर्थों में मानव थे। भारत में सभी महान राजाओं को उनकी विनम्रता, उदारता तथा दयालुता के लिए जाना जाता है। मैं यह कहते हुए अपनी बात को समाप्त करना चाहता हूँ। कि सफलता मनुष्य को विनम्र तथा शिष्ट बनाती है बजाय उसे घमण्डी बनाने के।

#### **4. Story Writing**

(कहानी लेखन)

Prepare a story on the basis of the hints given below –

He is My Brother:

Once a mason asked a girl ..... The girl replied ..... and she went ..... After a few seconds she ..... the mason stared at the little girl and asked how could ..... and the girl said that he was her brother.

Note the following points:

- एक कहानी लेखन में सामान्यतया Past Tense को प्रयोग होता है।
- एक कहानी का प्रारंभ ऐसा हो जिस पर कोई विश्वास कर सके।
- कहानी का अंत आकस्मिक न हो।
- कहानी का आधार प्रायः हमारे सांस्कृतिक नैतिक मूल्य होते हैं।
- कहानी का शीर्षक उसके विस्तार करने के लिए पर्याप्त मार्गदर्शक होता है।