ENGLISH LANGUAGE – ICSE (X)

SUGGESTED SPECIMEN OF FORMAL LETTER

Write a letter to your Principal complaining about the school canteen.

Offer suggestions for the improvement of service.

3, Kiran Building,

Shantinagar,

Kolkata.

16th January 2018.

The Principal,

St. Marys School,

Shantinagar,

Kolkata.

Dear Madam,

I write on behalf of all students of class X A to inform you that our school canteen serves very poor quality food. The items on sale, especially the buns and cutlets are stale. The plates in which they are served are very dirty, unhygienic and poses a health hazard.

Please instruct the canteen staff to ensure that the snacks are fresh and that basic hygiene is maintained at all times.

I look forward to your timely intervention and having good canteen services as quickly as possible.

Thanking you,

Yours faithfully,

Rahul Morris

Marking Scheme:

Format: 3 marks

Body: 1 mark (Two Complaints – ½ mark + ½ mark (Buns & cutlets stale, plates dirty))

               1 mark (Two Suggestions – ½ mark + ½ mark (Fresh snacks, basic hygiene))

Expression: 5 marks

ENGLISH LANGUAGE – ICSE (X)

SUGGESTED SPECIMEN OF INFORMAL LETTER

Write a letter to your friend telling him/her about your favourite game.

Say why you like it and why you think your friend should play it too.

3, Sunshine Apartments,

Shantinagar,

Kolkata.

16th January 2018

Dear Arun,

I have been meaning to write to you but have been busy with my cricket coaching camp and hence the delay. Please do forgive me.

My favourite game is cricket. I really like this game because it's a team game in which one learns to cooperate with a team and play for the whole team. It also builds physical stamina and improves concentration.

You are a good runner and have a lot of energy and hence you will do well in cricket.

Please do consider joining in for a game soon. I look forward to meeting you soon on the cricket pitch.

With my warmest regards,

Yours sincerely,

Rahul Morris

Marking Scheme:

Format: 2½ marks

Body: 2½ marks   Name of game – ½ mark

                                 Reasons for liking – ½ mark + ½ mark (2 reasons)

                                 Why friend should like it – ½ mark + ½ mark (2 reasons)

Expression: 5 marks