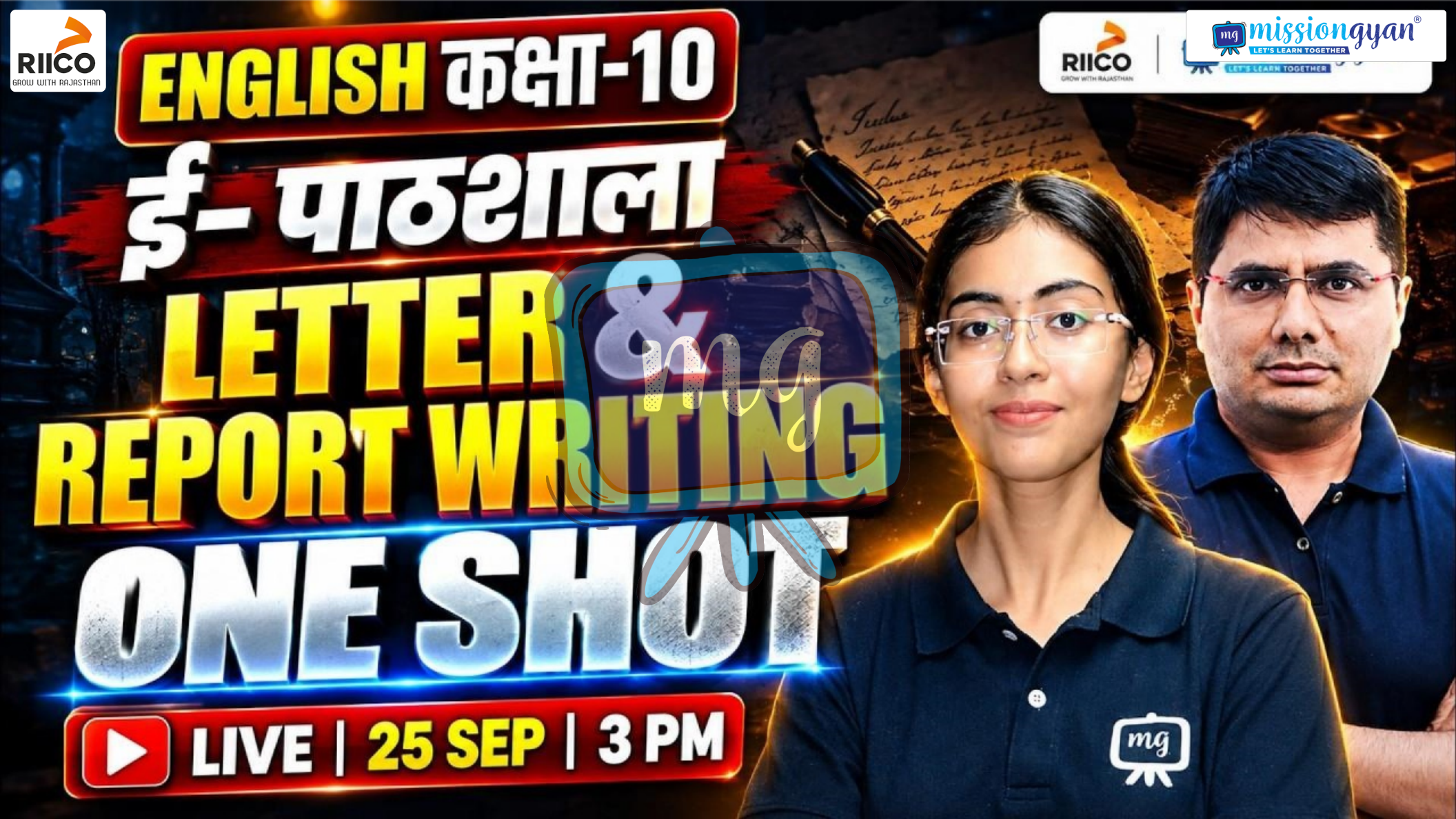
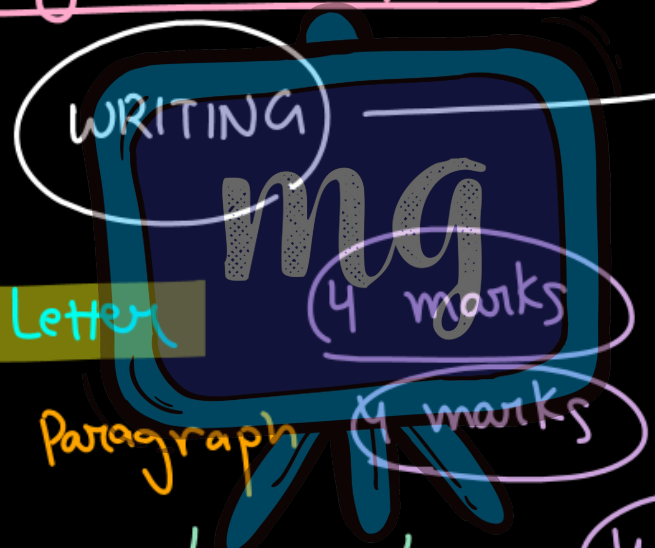

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ENGLISH कक्षा-10
ई- पाठशाला
LETTER & REPORT WRITING
ONE SHOT
LIVE | 25 SEP | 3 PM
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RBSE BOARD

English Blueprint



WRITING → 12 marks

1. Formal Letter — 4 marks
2. Analytical Paragraph — 4 marks
3. Report / Essay / Story / Blog — 4 marks

(2 में से 1)

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Letter Writing

1. Topic को समझेंगे
2. शब्द याद करेंगे (templates)
3. Sample question



Letter Writing

औपचारिक पत्र (Formal Letter)

❖ औपचारिक पत्र वह चिट्ठी या पत्र होता है जो किसी सरकारी अफ़सर, स्कूल के हेडमास्टर/प्रधानाचार्य, कंपनी के मालिक या बैंक मैनेजर को किसी काम या शिकायत के लिए लिखा जाता है।

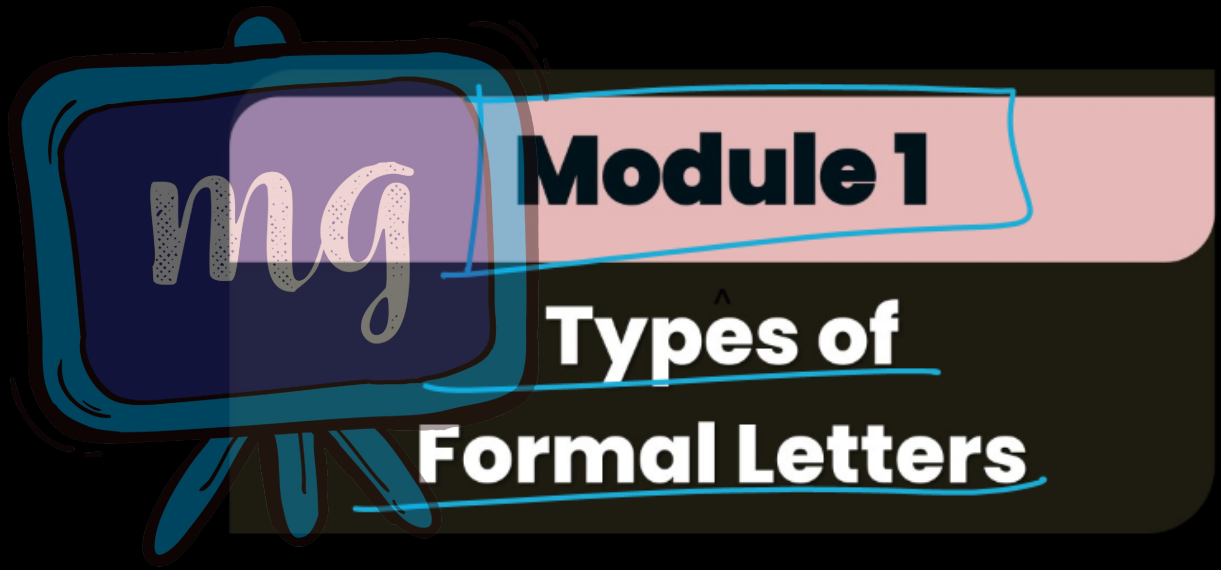
अनौपचारिक पत्र (Informal Letter)

❖ अनौपचारिक पत्र वह चिट्ठी होती है जो हम अपने घर-परिवार के लोगों, रिश्तेदारों या दोस्तों को हाल-चाल पूछने, बधाई देने या बातें करने के लिए लिखते हैं।

Letter Writing

Feature (विशेषता)	Formal Letter (औपचारिक पत्र)	Informal Letter (अनौपचारिक पत्र)
Recipient (प्राप्तकर्ता)	Authorities, Employers, Managers	Friends, Family, Relatives
Tone (शैली)	Professional & Polite	Casual & Friendly
Subject Line (विषय)	Mandatory (अनिवार्य)	✗ Not required (आवश्यक नहीं)
Language (भाषा)	Direct, no slang or short forms	Expressive, uses contractions/slang
Ending (समापन)	Yours sincerely	With love, Yours lovingly, Best wishes

Letter Writing



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Letter

- Formal
- ~~Informal~~



Letter Writing

1. शिकायत पत्र

1. **Official Complaint Letters :** Sent to public officers (District Collector, Municipal Commissioner, SHO, Sarpanch) regarding public issues(insanitary conditions, loudspeakers, irregular water/power supply).

Letter Writing

2. **Applications to School Authorities :** Sent to Headmaster/Principal for leave, issuing TC/character certificate, fee concession, or arranging extra classes.

2. स्कूल से संबंधित-

3. **Letters to the Editor :** Sent to the Editor of a newspaper (The Rajasthan Patrika, The Times of India) highlighting social or civic problems.

3. अखबार को दिए जाने वाले

Letter Writing

4. पूछताछ

order – सामान

4. Business & Official Inquiries/Orders :

Sent to shopkeepers, managers, or publishers placing orders or complaining about defective items.



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Exam में:

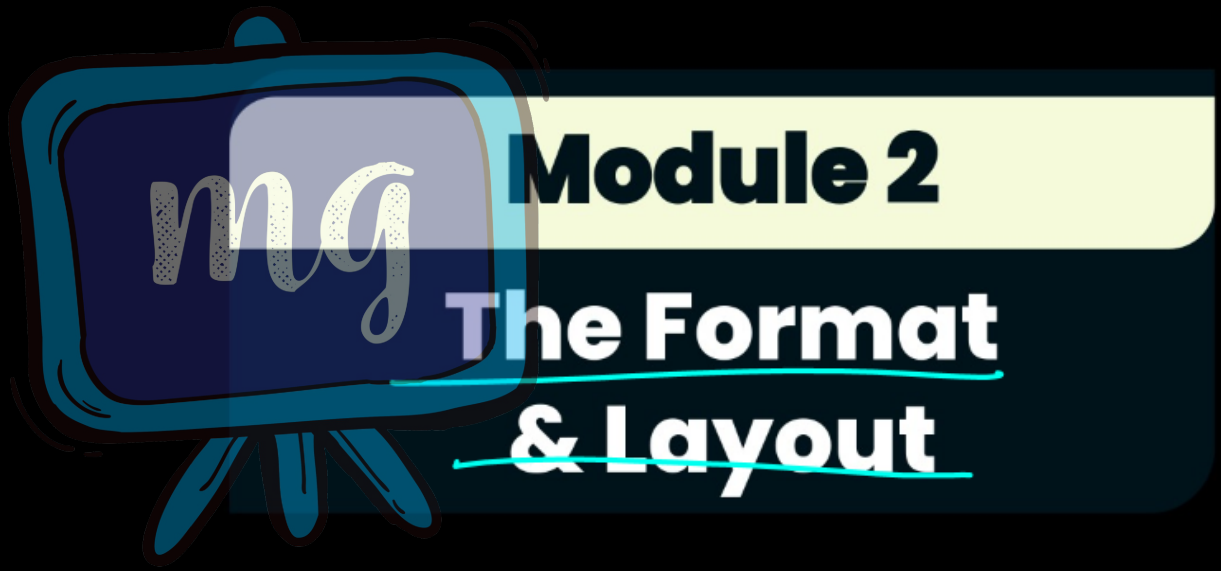
1. Editor
2. Compl.
3. Order
4. School
5. Enquiry



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Letter Writing

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Letter Writing

The 7 Core Elements Detailed

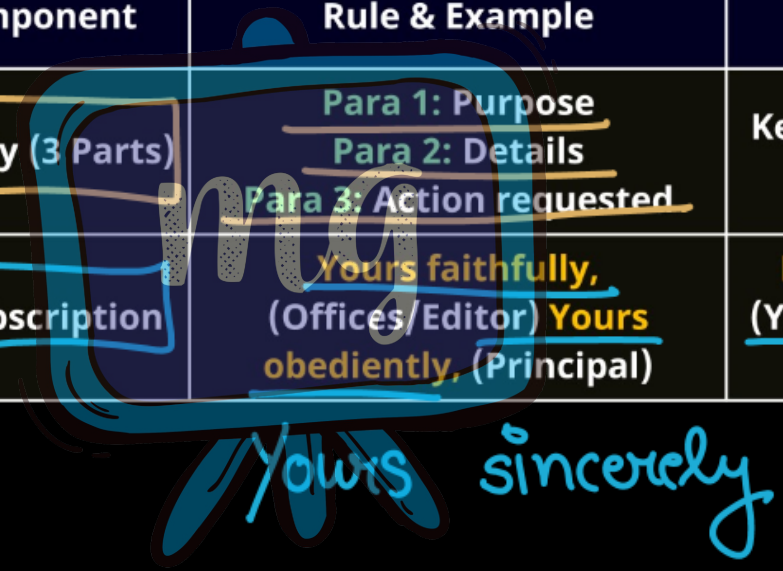
25 March, 2026
march 25, 2026

Component	Rule & Example	Important Tip
1. Sender's Address	12, Shastri Nagar, Jaipur	Use the address given in the question. If not given, write Examination Hall, Jaipur.
2. Date	25 March 2026 or March 25, 2026	NEVER write 25/03/2026 or 25-3-26.
3. Receiver's Address	The District Collector, Jaipur	Always start with "The" + Designation + City.
4. Subject	Subject: Complaint regarding poor water supply.	Keep it short (4–8 words) and clear.
5. Salutation	Sir, or Respected Sir,	Avoid comma overload. Do not write "Dear Sir" in official complaints.

Letter Writing

The 7 Core Elements Detailed

Component	Rule & Example	Important Tip
6. Body (3 Parts)	Para 1: Purpose Para 2: Details Para 3: Action requested	Keep word count between 70 to 90 words.
7. Subscription	Yours faithfully, (Offices/Editor) Yours obediently, (Principal)	NEVER use an apostrophe (Your's is WRONG). Capital Y, lowercase f/o.



Sender's address

Date

Reciever's address

Subject

Salutation



BODY

Thank You

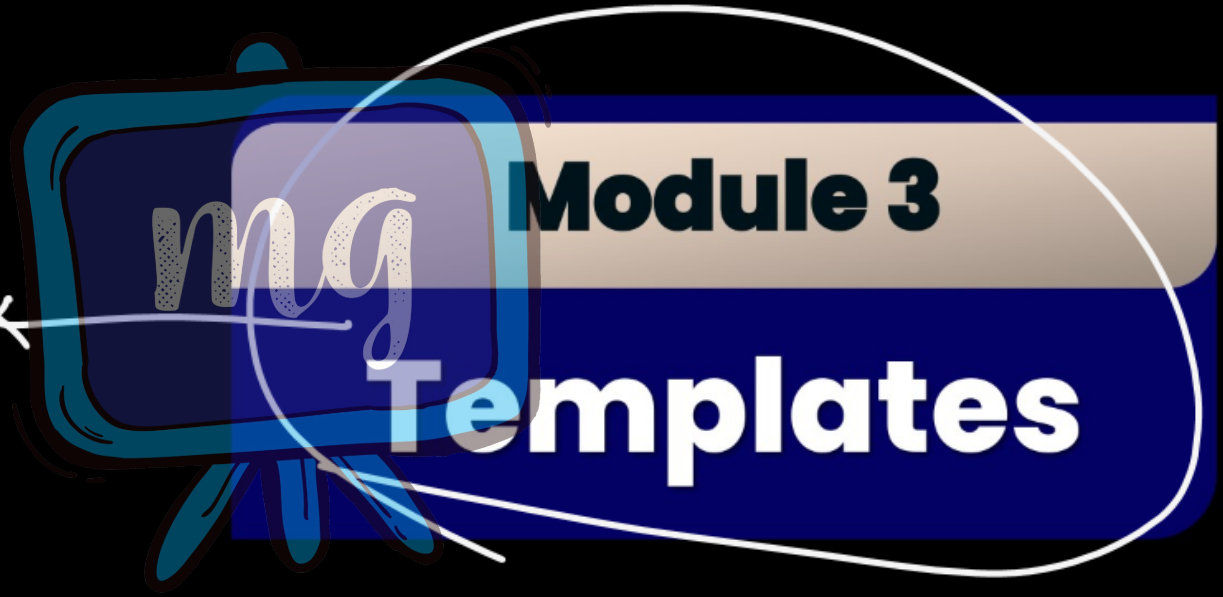
Yours truly

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Letter Writing

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Examples of



Sender's

Date

Reciever's

Subject

Salutation

Body

Thank You

Yours truly



Letter Writing

45, Surya Nagar,
Jaipur

March 15, 2026

The Municipal comm -
Mun C
Jaipur

Template A : Official Complaint Letter (Municipal/Police/Collector)

Sender's Address : 45, Surya Nagar, Jaipur

Date : 15 March 2026

Receiver : The Municipal Commissioner, Municipal Corporation, Jaipur

Subject : Complaint regarding [Insert Problem, e.g., Insanitary condition in our locality]

Sir,

Letter Writing

By

P1

Through this letter, I would like to draw your kind attention towards the [Insert Problem] in our locality. The residents of our area are facing severe problems due to this. [Add 2 lines describing the exact issue].

P2

Therefore, I request you to kindly look into this matter immediately and take necessary action to resolve the issue as soon as possible.

B

Thanking you,

Yours faithfully,

[Name given in question/Ramesh]

Letter Writing

Template B : Letter to the Editor of a Newspaper

Sender's Address : 12, Nehru Colony, Ajmer

Date : 20 April 2026

Receiver : The Editor, The Rajasthan Patrika, Ajmer

Subject : Expressing concern over [Insert Topic, e.g., Frequent power cuts during exams]

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards the growing problem of [Insert Topic] in our city.

Letter Writing

[Add 2–3 sentences explaining the disturbance/ inconvenience caused to public/students].

I hope this letter finds a suitable place in your daily paper so that the higher authorities take prompt action in this regard.

Thanking you,

Yours sincerely,

[Name]

Letter Writing

Template C : Application to Headmaster/ Principal

Sender's Address : Class X-A, Govt. Senior Secondary School, Jodhpur

Date : 10 October 2026

Receiver : The Headmaster, Govt. Senior Secondary School, Jodhpur

Subject : Application for [Insert Request, e.g., Arranging extra classes in English]

Respected Sir,

Letter Writing

Most respectfully, I beg to state that I am a student of Class X of your school. Our syllabus of [Subject Name] is incomplete because our teacher joined late. Our board exams are approaching near.

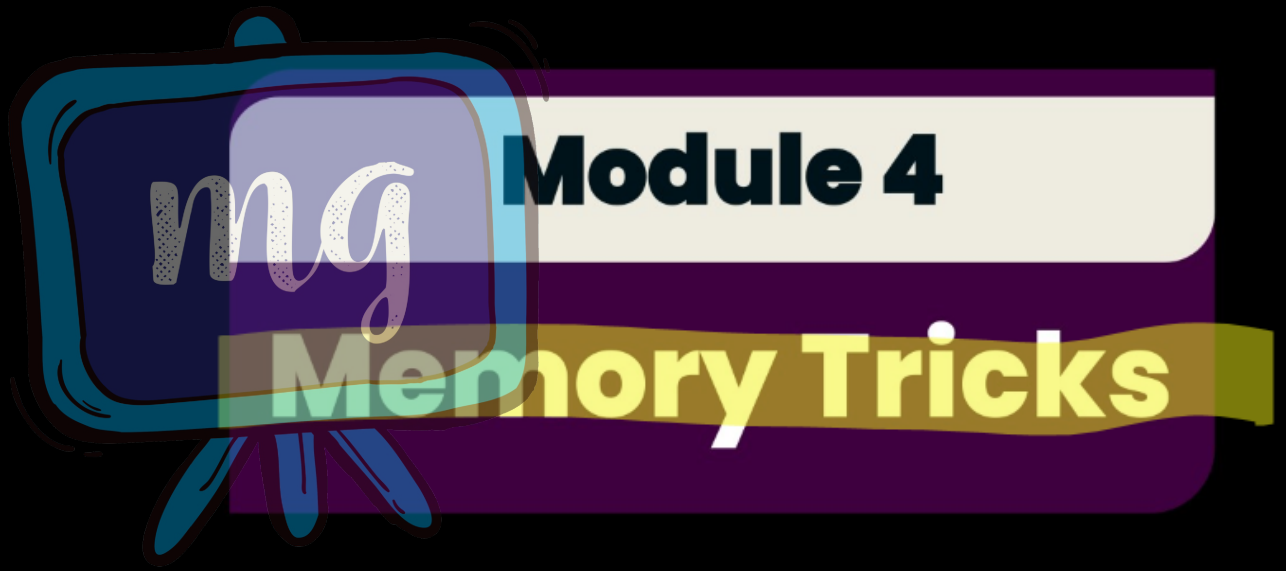
Therefore, I request you to kindly arrange extra classes for [Subject Name] so that we can complete our syllabus in time.

Thanking you,

Yours obediently,

[Your Name/Roll No.]

Letter Writing



Letter Writing

Trick 1: The "S-D-R-S-S-B-S" Layout Sequence Formula

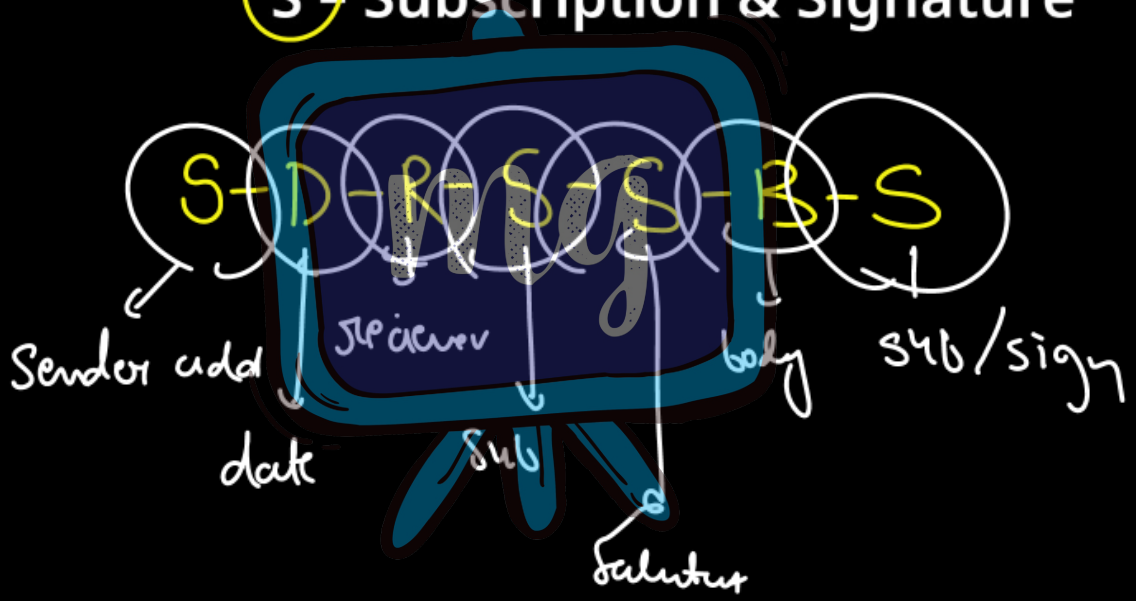
Remember the ordering sequence for formal letters with this memory formula :

- S – Sender's Address
- D – Date
- R – Receiver's Address
- S – Subject
- S – Salutation

Letter Writing

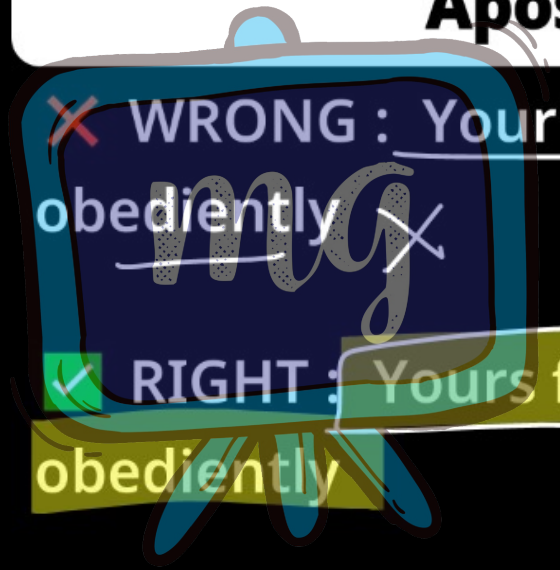
B – Body of the letter

S – Subscription & Signature



Letter Writing

Trick 2 : The "YOURS" Rule (Zero Apostrophe!)



❌ WRONG : Your's faithfully | Your's obediently

✅ RIGHT : Yours faithfully | Yours obediently

Letter Writing

Yours truly

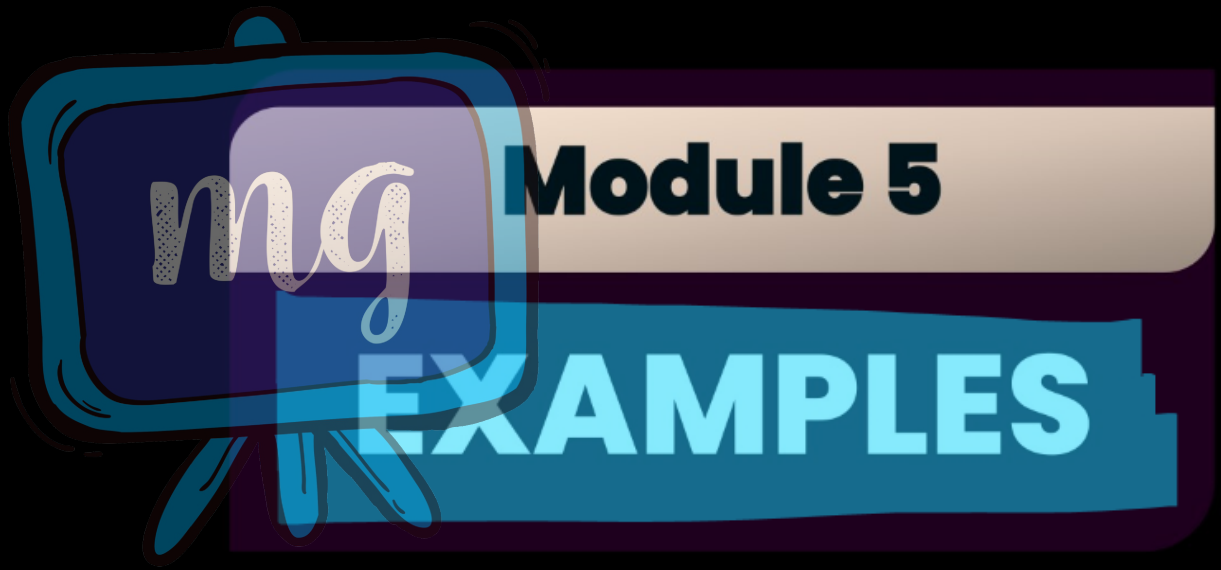
- Use Yours obediently ONLY when writing to Teachers/Headmasters / Principals.
- Use Yours faithfully for Collectors, Editors, Shopkeepers, and Police Officers.

Letter Writing

Trick 3 : The 3-Paragraph Body Split

- Paragraph 1 (The Hook) : Why am I writing? (I wish to draw your attention...)
- Paragraph 2 (The Problem) : What is happening? (Due to this, people face...)
- Paragraph 3 (The Request) : What action do I want? (I request you to kindly...)

Letter Writing



Letter Writing

4 marks

4-8

Model 1 : Complaint Letter to Municipal Commissioner (High Board Probability)

Question : You are Harsh/Harshita living at 15, Bajaj Nagar, Jaipur. Write a letter to the Municipal Commissioner complaining about the insanitary condition and accumulated garbage in your locality.

Letter Writing

15, Bajaj Nagar

Jaipur

12 March 2026

The Municipal Commissioner, Municipal Corporation

Jaipur

Subject : Complaint regarding insanitary conditions in Bajaj Nagar.

Sir,

Letter Writing

Through this letter, I wish to draw your kind attention to the extremely insanitary condition of Bajaj Nagar. The sweepers do not clean the streets regularly. Drains are choked, and heaps of garbage can be seen lying everywhere.

This accumulated garbage has become a breeding ground for mosquitoes and flies. A foul smell covers the entire area, posing a threat of infectious diseases like dengue and malaria.

Letter Writing

Para 3

I request you to look into this urgent matter and instruct the sanitation staff to clean our locality immediately.

Thanking you,

Yours faithfully,

Harsh

Letter Writing

Model 2 : Application to Headmaster for Extra Classes

Question : You are Sunita/Sunil studying in Govt. Secondary School, Kota. Write an application to your Headmaster requesting him to arrange extra classes for Mathematics and English.

Letter Writing

Govt. Secondary School

Kota

05 November 2026

The Headmaster

Govt. Secondary School

Kota

Subject: Request for arranging extra classes in English and Mathematics.

Respected Sir,

Letter Writing

Para 1

Most respectfully, I beg to state that I am a student of Class X-A. Our board examinations are scheduled to begin next month. However, our syllabus in English and Mathematics remains incomplete as the subject teachers were on leave for two months.

Para 2

All students are deeply worried about their performance in the upcoming exams. Extra classes in these subjects will help us complete the remaining topics and revise properly.

Letter Writing

Para 3

Therefore, I request you to kindly arrange extra classes in the afternoon for these two subjects. We shall be highly obliged to you.

Subscription & Signature

Thanking you,

Yours obediently,

Sunil

Class X-A

Letter Writing

Example 1 : Official Complaint Letter

12, Vikas Nagar Jaipur

12 April 2026

The Assistant Engineer Public Health Engineering Department (PHED) Jaipur

Subject : Complaint regarding irregular water supply in Vikas Nagar.

Sir,

I wish to draw your attention to the problem of irregular water supply in our locality, Vikas Nagar.

Letter Writing

For the last two weeks, water is supplied for only 20 minutes a day. Sometimes, water is not supplied at all.

The water pressure is also very low, and the supplied water is dirty and unfit for drinking. Due to this, the residents, especially children and old people, are facing great trouble.

I request you to look into this matter and ensure regular and clean water supply in our area.

Thanking you,

Yours faithfully,

Ramesh

Letter Writing

Example 2 : Application to School Authorities

Govt. Senior Secondary School Bharatpur

20 July 2026

The Headmaster Govt. Senior Secondary School

Bharatpur

Subject : Application for issuing Transfer Certificate (T.C.).

Respected Sir,

Most respectfully, I beg to state that I am a regular student of Class X-A in your school. My father is a government employee, and he has been transferred from Bharatpur to Kota this month.

Letter Writing

Our family is shifting to Kota next week. Therefore, I need my Transfer Certificate to take admission in a government school there. I have cleared all my school dues and returned all library books.

Kindly issue my Transfer Certificate at the earliest.

Thanking you,

Yours obediently,

Pankaj

Class X-A

Roll No. 14

Letter Writing

Example 3 : Letter to the Editor

45, Adarsh Nagar Ajmer

05 August 2026

The Editor The Rajasthan Patrika Ajmer

Subject : Nuisance of stray cattle on city roads.

Sir,

Through the columns of your esteemed newspaper, I want to draw the attention of the Municipal Corporation authorities to the growing problem of stray cattle in Ajmer city.

Letter Writing

Cows and bulls can be seen roaming freely on main roads and market places. They block traffic and cause frequent accidents, especially during peak hours and at night. School children and pedestrian walkers are the worst sufferers.

Despite repeated complaints, the local authorities have not taken any action to move these animals to shelters. I hope this letter will open the eyes of the concerned officials to solve this problem quickly.

Thanking you,

Yours faithfully,

Anil

Question – 1

You are Sumit, Write an inquiry letter to English Academy Udaipur for the inquiry of english course.

Letter Writing

Example 4 : Letter of Inquiry

18, Station Road Udaipur

10 May 2026

The Director English Academy Udaipur

Subject : Inquiry about Spoken English Course.

Sir,

I came to know through an advertisement that your institute offers a short-term Spoken English and Personality Development Course. I have recently appeared for my Class X board examinations and wish to join this course during my summer vacation.

Letter Writing

इस जगह points में ही inquiry करनी है

Kindly send me the following details regarding the course:

1. Total duration of the course
2. Fee structure and mode of payment
3. Timings of morning and evening batches
4. Number of students in each batch
5. Availability of course material

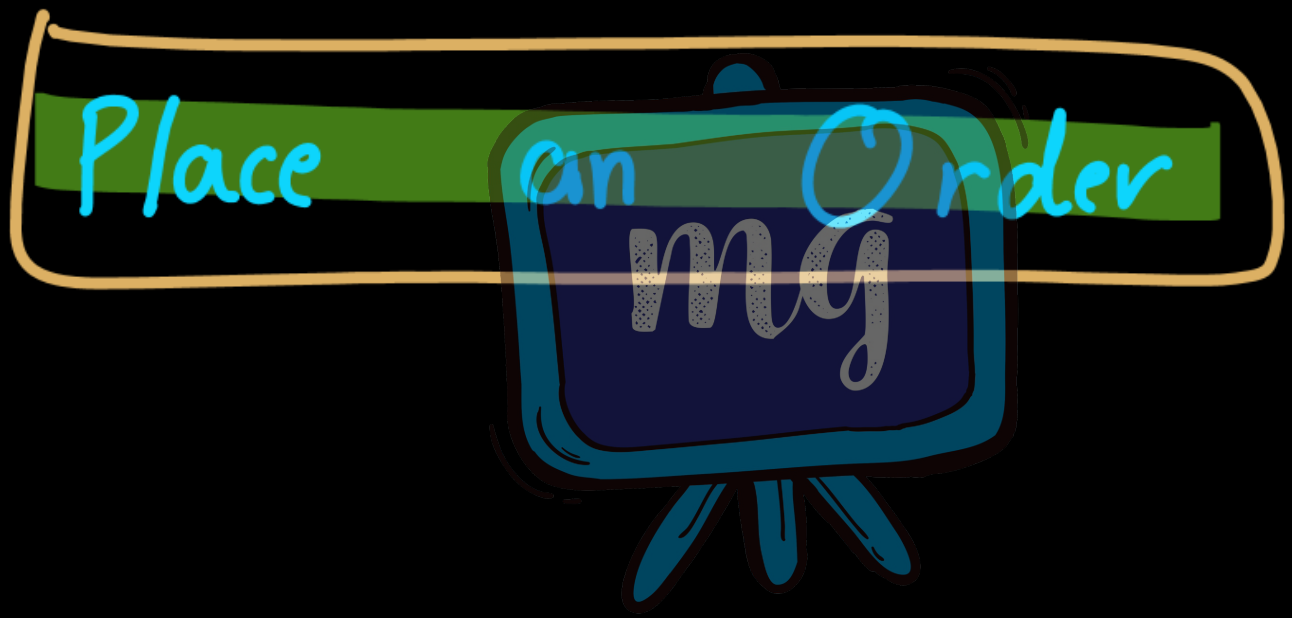
Learn

Please send a copy of your prospectus to the address mentioned above. I hope to receive an early reply from your end.

Thanking you,

Yours faithfully,

Sumit


Place an Order
mg

Letter Writing

Example 5 : Letter for Placing an Order

Govt. Senior Secondary School Bikaner

15 September 2026

The Manager M/s Sharma Sports Goods Station Road, Bikaner

Subject : Order for school sports equipment.

Sir,

Question

We wish to place an order for the supply of sports items for our school sports room for the academic session 2026-27. Kindly supply the following items of standard quality at the earliest :

- Cricket Bats : SG (Full Size) – 4 Pieces
- Leather Balls : Cosco (Red) – 1 Dozen

Letter Writing

order हमेशा table/points में करना है

- Footballs: Nivia (Size 5) – 3 Pieces
- Badminton Rackets: Yonex – 6 Pieces
- Badminton Nets: Cosco – 2 Pieces

बाद में कर लेना

Please ensure that all items are in good condition and properly packed. Any defective or damaged items will be returned at your expense. Kindly grant us the usual 15% institutional discount on the total bill amount. Payment will be made by cheque immediately after delivery.

Thanking you,

Yours faithfully,

Vikram Singh

Sports Secretary

1. Application — आना ही है

2. Editor - 1st (पाठ) 2nd (मन) 3rd (पाठ)

3. Order — 1st (मन) 2nd (table) 3rd (पाठ)

4. Inquiry - 1st (question) 2nd (points) 3rd (पाठ)

5. Complaint - 1st (पाठ) 2nd (मन) 3rd (पाठ)

(1- authority - 2nd - shops)

मुद्दे

सामान

Letter Writing



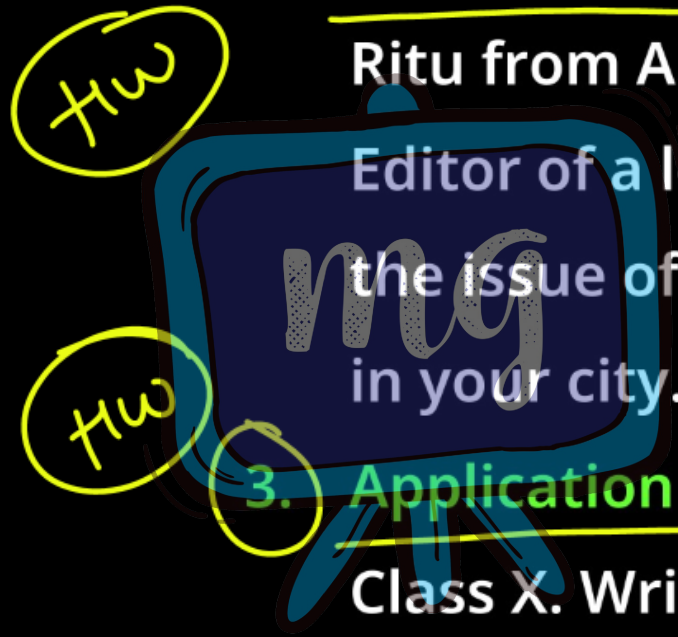
Letter Writing

Exam Board Questions

1. **Official Complaint :** You are Mohit living at 22, Gandhi Nagar, Udaipur. Write a letter to the District Collector complaining against the frequent use of loudspeakers during examination days.

Letter Writing

2. **Letter to Editor :** Imagine you are Ritu from Alwar. Write a letter to the Editor of a local daily highlighting the issue of bad roads and potholes in your city.



3. **Application :** You are a student of Class X. Write an application to your Principal requesting a 3-day leave due to your sister's marriage.

Report Writing

रिपोर्ट लेखन



Report Writing

A report is a factual written account of an event, incident, or activity that has already happened. It tells the reader clearly what took place, when, where, and how.

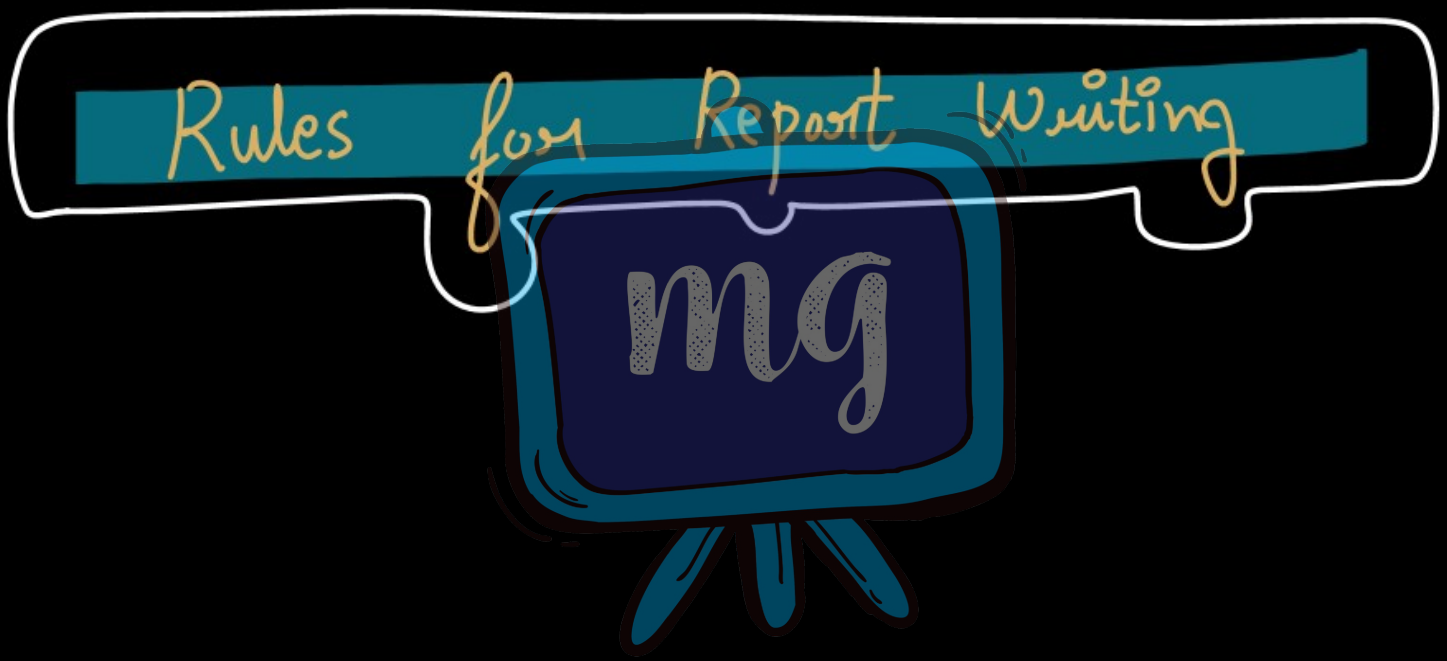
रिपोर्ट किसी घटित हो चुकी घटना, कार्यक्रम या हादसे का सच्चा और तथ्य-आधारित (Factual) विवरण होती है। यह पढ़ने वाले को सरल शब्दों में यह बताती है कि क्या, कब, कहाँ और कैसे हुआ। इसे आप एक तरह से अखबार की खबर समझ सकते हैं।

Report Writing

रिपोर्ट क्यों लिखी जाती है?

1. सही जानकारी देने के लिए
2. रिकॉर्ड रखने के लिए
3. केवल सच बताने के लिए
4. कार्रवाई करने के लिए




Rules for Report Writing
mg

Report Writing

1. **Tense Rule (Past Tense Only)**

भूतकाल में ही लिखी जाती है

A report describes an event or incident that has already happened. Therefore, write the entire report using Past Tense:

- Simple Past (V_2) : organized, celebrated, inaugurated, arrived
- Past Passive Voice : was held, were distributed, was injured

Report Writing

2. Point of View Rule (3rd Person)

Never use 1st person pronouns (I, We, My, Our) in the body of the report. Always write in the 3rd Person (he, she, they, the chief guest, the victims).

Report Writing

3. Essential Layout Components

- Title/Heading : Catchy, short (3–6 words), centered or left-aligned in Title Case.
- Byline : Writer's name and designation (By: Ajay, Student Reporter).

Title

~ Byline

Report Writing

- **Dateline :** City name and date at the beginning of the body (Jaipur, 15 August:).
- **Word Limit :** Strictly **60 to 80 words.**

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Title

~ By xyz



- Date & city

60 - 80 words

Report Writing

4. Structure of the Body

- **Opening Sentence** : State What happened, When, Where, and Who organized/was involved.
- **Middle Sentence(s)** : Give details of the event sequence or the cause and damage of the incident.
- **Closing Sentence** : Describe how the event concluded or what action was taken by authorities.

Report Writing



Report Writing

Format A : School/Local Event Report

School Annual Day

~By Saroj

At School on 15th Oct, 2025

(Sarang)

TITLE OF THE EVENT

By : [Name/Student Reporter]

Place, Date : The school/organization organized [Name of Event] on [Date] at [Venue]. The function started at [Time]. The Chief Guest of the program was [Name/Designation].

Report Writing

The event began with [Saraswati Vandana/Inauguration]. Students performed various cultural programs like [Dances/Songs/Skits]. The Chief Guest delivered an inspiring speech and distributed prizes to the winners. The Principal proposed a vote of thanks, and the event concluded with the National Anthem.

Report Writing

Format B : Accident / Incident Report

TITLE OF THE ACCIDENT/INCIDENT

Place, Date : A serious [accident/fire/robbery] took place near [Location] on [Date] at around [Time]. According to eyewitnesses, a [Vehicle A] collided with a [Vehicle B] due to [over-speeding / bad weather].

चश्मदीद गवाह

Report Writing

Immediately, local people gathered and helped the victims. [Number] people were injured and were taken to [Hospital Name] by ambulance. Police arrived at the spot and registered a case. Further investigation is underway.

Report Writing



Report Writing

Event

Example 1 : Annual Prize Distribution (School Event)

Title

ANNUAL PRIZE DISTRIBUTION FUNCTION By :

Byline

Pooja, Student Reporter

Place

Jodhpur, 21 December :

Date

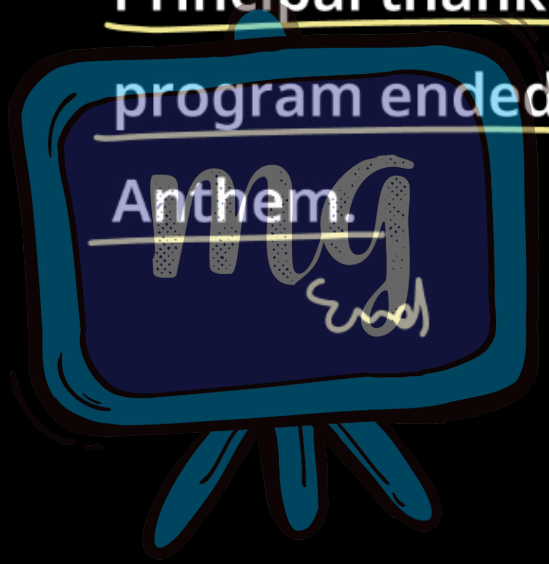
Govt. Senior Secondary School, Jodhpur celebrated its Annual Prize Day yesterday.

Report Writing

The program started at 10:00 AM in the school hall. The District Education Officer was the Chief Guest. First, students sang a prayer song. After that, students danced and sang patriotic songs. The Principal read the annual school report. The Chief Guest gave prizes to top students in studies and sports.

Report Writing

He asked all students to work hard. The Principal thanked everyone, and the program ended with the National Anthem.



Report Writing

Example 2 : A Road Accident (Incident)

Title — A TERRIBLE ROAD ACCIDENT

Byline — By : Nitin, Local Reporter / Radhika / Saroj

Place — Kota, 10 October : — Date

A bad road accident happened on the Kota highway yesterday at 4:00 PM. A fast bus hit a small car from the front. The front part of the car broke completely.

Report Writing

Three people inside the car were badly hurt. Local people ran to help them immediately. They took the hurt people out of the car. The police came in fifteen minutes. An ambulance took all three injured people to the hospital. The police cleared the road for traffic.

Report Writing

Example 3 : Teachers' Day Celebration (School Event)

Title — TEACHERS' DAY CELEBRATION

Byline — By: Rohit, Student Reporter

Place — Jaipur, 6 September : — Date

Govt. Secondary School, Jaipur celebrated Teachers' Day yesterday on 5th September. Students decorated the main hall with flowers and balloons.

Report Writing

Ready

Class 10 students played the role of teachers and taught junior classes in the morning. In the afternoon, a small function was held for all teachers. Students gave flowers and handmade cards to their teachers. The Principal gave a short speech about Dr. Radhakrishnan. The program ended with sweet distribution.

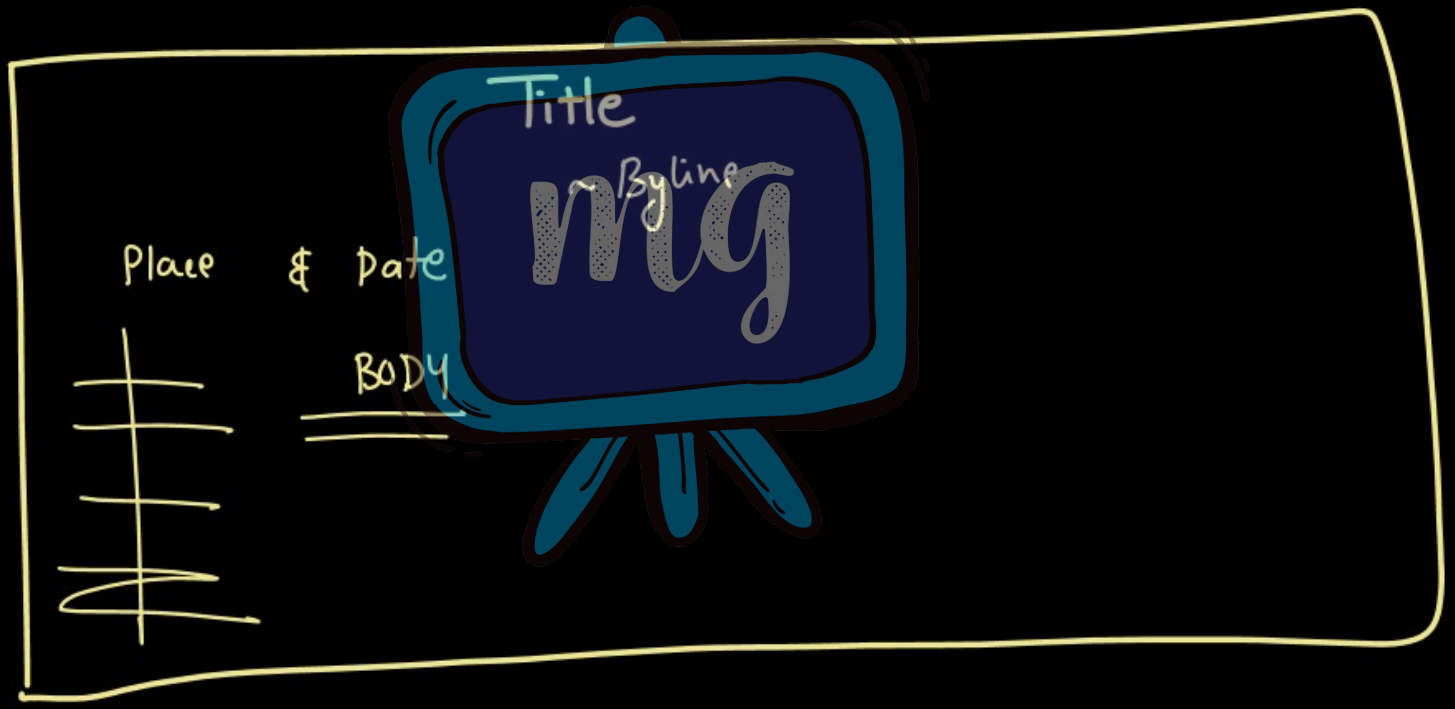
Report Writing



Section 4
Practice Exercises

Report Writing

FORMAT



Report Writing

Exercise 1: Fill in the Blanks (Past Tense Practice)

(Fill in the blanks using the correct past tense form of the verbs given in brackets.)

1. Govt. School, Ajmer organised (organize) a Science Exhibition yesterday.
2. The Chief Guest arrived (arrive) at 10:00 AM and inaugurated (inaugurate) the exhibition.

Report Writing

3. Over twenty working models _____ (display) by the students.
4. Two passengers _____ (receive) minor injuries in the collision.
5. The Principal _____ (thank) all the guests and parents.

Report Writing

Exercise 2: Sentence Correction

(Identify and fix the rule violations in the following report sentences.)

1. Incorrect: We organized a blood donation camp in our school yesterday.

   (Fix the 1st person pronoun "We/our" rule)

Report Writing

2. Incorrect : The Principal will distribute prizes to all student winners. (Fix the tense rule)

3. Incorrect : A serious robbery happen in Central Bank last night. (Fix the past tense form)

Report Writing

Exercise 3 : Board Exam Questions for Practice

1. **Event Report :** You are Rohit/Ritu, Student Editor of your school magazine. Write a report in 60–80 words on the Celebration of Teachers' Day in your school.

Report Writing

2. **Event Report :** Write a report in 60–80 words on a Blood Donation Camp organized by the Red Cross Society in your village/city.

3. **Incident Report :** You witnessed a house on fire in your neighborhood. Write a report in 60–80 words detailing the cause, fire brigade response, and damage.