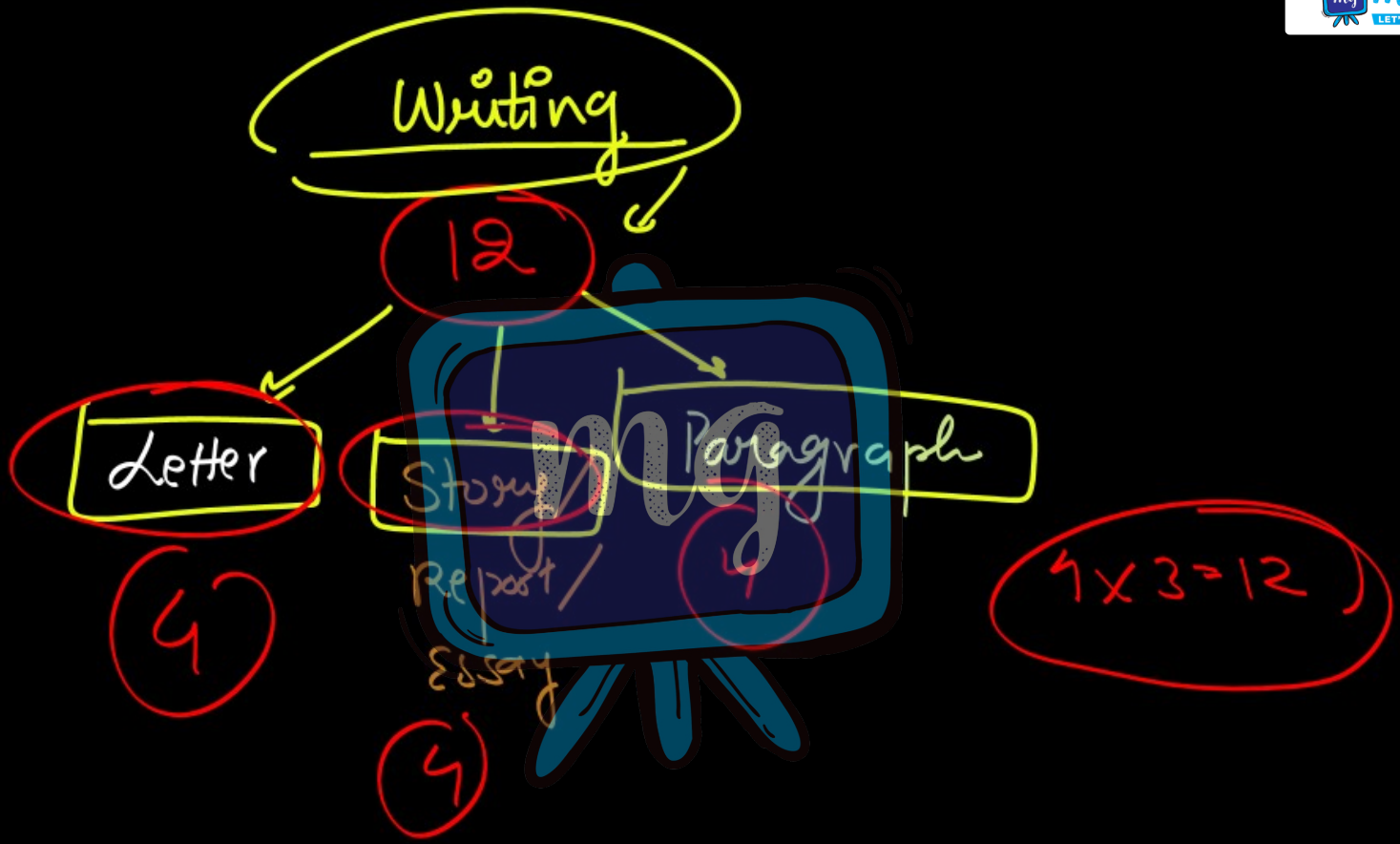

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ई-पाठशाला कार्यक्रम
CLASS 10th ENGLISH
LETTER
AND STORY
RAPID REVISION
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Writing
12
Letter
4
Story
Report
Essay
4
Paragraph
4
4 X 3 = 12


mg
Letter Writing

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most important

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Standard Formal Letter Layout

All formal letters follow a unified left-aligned structure.

[Sender's Address]
[Date]

[Receiver's Designation]
[Receiver's Address]

Subject: [Clear, concise purpose in 5–8 words]

Sir/Madam,

[Paragraph 1 : Introduction/Purpose of writing]
[Paragraph 2 : Main Body Details]
[Paragraph 3 : Concluding Request/Expected Action]

Thanking you.

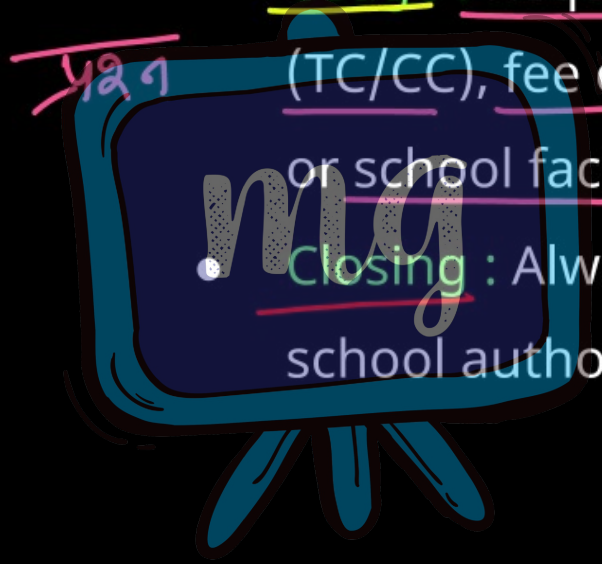
Yours faithfully/Yours obediently,
[Name/Signature]

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1. Application to the Principal

- Usage : Requests for leaves, certificates (TC/CC), fee concessions, extra classes, or school facility improvements.
- Closing : Always use Yours obediently, for school authorities.



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Sample Board Question & Model

Question : Imagine you are Harsh/Harshita studying in Class 10 at Govt. Senior Secondary School, Ajmer. Write an application to the Principal of your school requesting him/her to arrange extra classes for Mathematics and Science as your syllabus is incomplete.

Sender

15, Civil Lines
Ajmer

Date

12th November, 2026 (12th Nov, 20xx)

Reciever

The Principal
Govt. Senior Secondary School Ajmer

Sub

Subject : Request for arranging extra classes in Mathematics and Science

Sir

Sir,

P1

Respectfully, I wish to state that I am a student of Class 10-A in your school. On behalf of my classmates, I would like to bring to your kind notice that our syllabus in Mathematics and Science is still incomplete due to the late joinings of subject teachers this session.

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P2

Our board examinations are approaching fast, and we are facing immense difficulty in revising our lessons and solving sample papers. Without proper completion and guidance in these core subjects, students are worried about their performance in the upcoming exams.

P3

Therefore, we request you to kindly arrange extra daily classes for Mathematics and Science for Class 10 students. We shall be highly obliged for your prompt support.

Thanking you.

Yours obediently,

Harsh/Harshita

Class 10-A

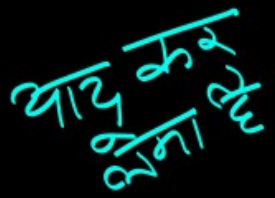
Roll No. 18

2. Letter to the Editor

- Usage : Raising awareness about social, environmental, or civic issues (insanitary conditions, reckless driving, power cuts, noise pollution).
- Key Point : The Editor does not solve the problem; they publish your voice to draw the attention of the concerned government authorities.

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Fixed Opening Line

"Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities towards..."





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Sample Board Question & Model Answer

Question : You are Kapil/Kavita residing at 24, Station Road, Kota. Write a letter to the Editor of a local daily newspaper highlighting the problem of frequent power cuts during exam season in your locality.

Sender's address



24, Station Road
Kota

12th November, 2026

The Editor
The Rajasthan Patrika
Kota

Subject : Frequent power cuts during board exam preparation in Station Road area

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned electricity department authorities towards the frequent and unscheduled power cuts in our locality.

For the last three weeks, our area has been facing long power cuts lasting 4 to 6 hours daily, especially during night hours. As the annual board examinations are near, students are suffering immensely. We are unable to study properly at night, and electronic devices like laptops and study lights cannot be charged. Moreover, continuous power fluctuations are damaging household electrical appliances. Despite several verbal complaints to the local electricity office, no action has been taken so far. I request the higher authorities to look into this matter urgently and ensure an uninterrupted power supply during exam months.

Thanking you.

Yours faithfully,

Kapil/Kavita

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3. Inquiry Letter

- Usage : Asking for details regarding a course, coaching program, hotel reservation, tour package, or product specification.
- Key Point : Include bullet points to clearly list the exact details you require.

Sample Board Question & Model Answer

Question : You are Suresh/Sunita living at 10, Raja Park, Jaipur. You want to join a Spoken English & Personality Development Course during summer vacation. Write a letter of inquiry to the Director of 'Excellence Language Institute', Jaipur, asking for full details of the course.

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10, Raja Park
Jaipur

12th November, 2026

The Director
Excellence Language Institute
Jaipur

Subject : Inquiry regarding Spoken English and Personality Development Course

Sir,

याद

I came across your advertisement regarding the upcoming batches for the Spoken English and Personality Development Course. I am a student of Class 10 and am keen to join your esteemed institute during my upcoming vacations to improve my communication skills.

Kindly provide me with the following details regarding the course:

Para 2.

- Duration of the complete course and daily class timings
- Fee structure and payment mode (installment or one-time)
- Maximum number of students per batch
- Qualification of the teaching faculty
- Study material provided by the institute
- Discount or scholarship scheme available for school students, if any

Para 3

Please send a prospectus along with the enrollment form to the address mentioned above at your earliest convenience.

Thanking you.

Yours faithfully,
Suresh / Sunita

4. Placing an Order

- Usage : Ordering books, sports items, lab equipment, or furniture for a school or personal establishment.
- Key Point : Always include a neat Table of Items with exact specifications and quantities, along with delivery and payment conditions.

Sample Board Question & Model Answer

Question : You are Vikram / Vinita, Sports In-charge at Maharana Pratap Public School, Udaipur. Write a letter to M/s Rajasthan Sports Goods, M.I. Road, Jaipur, placing an order for sports equipment for your school.

Maharana Pratap Public School
Udaipur

12th November, 2026

The Manager
M/s Rajasthan Sports Goods
Jaipur

Subject : Order placement for school sports equipment

Sir,

We are pleased to inform you that our school management has decided to purchase sports items from your firm for the current academic session. We request you to supply the following items at your lowest wholesale rates:

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Table

S.No.	Item Name	Brand / Specification	Quantity
1.	Cricket Bats	SG (Full Size)	5 Pairs
2.	Leather Cricket Balls	Cosco (Red)	2 Dozen
3.	Footballs	Nivia (Size 5)	6 Pieces
4.	Badminton Rackets	Yonex Carbon	8 Pairs
5.	Badminton Nets	Cosco Standard	4 Sets

Please ensure that all items are in perfect condition and properly packed to avoid any damage during transit. The delivery should reach our school campus within 10 days from the receipt of this letter.

Payment will be made via bank transfer within one week after receiving and inspecting the consignment. As per our past agreement, a 15% educational discount should be applied to the total bill.

Thanking you.

Yours faithfully,

Vikram/Vinita

(Sports In-charge)

Homework Assignment 1 :

Letter to the Principal (Application)

Question : Imagine you are Rahul/Riya, studying in Class 10 at Govt. Senior Secondary School, Alwar. Write an application to your Principal requesting him/her to issue a Duplicate Marksheet for Class 9 as you have lost your original one during your recent household shifting.

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Hints/Clues (For Students to Expand) :

- **Paragraph 1 (Introduction) :** State your name, class, section, and roll number.
- **Paragraph 2 (Reason/Problem) :** Explain how/when the original Class 9 marksheet was lost (e.g., during household shifting/rains). Mention that you searched thoroughly but could not find it.

- **Paragraph 3 (Request & Purpose) :** Explain why you need it now (e.g., for board exam registration/verification) and request a duplicate copy.
- **Closing :** Promise to pay any required official fee and end with a polite, obedient sign-off.

Model Solution
12, Station Road
Alwar

4th November, 2026

The Principal
Govt. Senior Secondary School
Alwar

Subject : Application for issuing a Duplicate Marksheet for Class 9

Sir,

Respectfully, I wish to state that I am a regular student of Class 10-A in your school. My roll number is 24.

I regret to inform you that I have lost my original Class 9 marksheet. Last week, while shifting our household items to a new house, a bag containing my academic documents went missing. I searched for it thoroughly, but could not find it. Since our Class 10 RBSE board examination forms are being submitted this week, I urgently need my Class 9 marksheet for document verification.

Therefore, I kindly request you to issue me a duplicate copy of my Class 9 marksheet at the earliest. I am ready to deposit the required official fee for the same.

Thanking you.

Yours obediently,
Rahul/Riya
Class 10-A
Roll No. 24

Homework Assignment 2 :

Letter to the Editor (Civic Problem)

Question : You are Mohit / Mohini, living at 45, Surya Nagar, Bharatpur. Write a letter to the Editor of a local newspaper drawing attention to the problem of stray animals causing traffic problems and accidents in your locality.

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Hints / Clues (For Students to Expand) :

- **Opening Line :** Start with "Through the columns of your esteemed newspaper..."
- **Paragraph 1 (Issue) :** Mention the rising number of stray cows, bulls, and dogs roaming freely on main roads in Surya Nagar.
- **Paragraph 2 (Impact/Danger) :** Explain the problems caused—traffic jams, night accidents, danger to school children, and injuries to commuters.

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- **Paragraph 3 (Action Request) :** State that local complaints have gone unheard and request the Municipal Corporation/Municipal Board to take immediate action to move stray animals to shelters (Gaushalas).



Model Solution

45, Surya Nagar

Bharatpur

4th November, 2026

The Editor

The Rajasthan Patrika Bharatpur

Subject : Nuisance caused by stray animals in Surya Nagar area

Sir,

Through the columns of your esteemed newspaper, I would like to draw the kind attention of the concerned municipal authorities toward the growing problem of stray animals in our locality.

In recent weeks, a large number of stray cows, bulls, and dogs have been roaming freely on the main roads of Surya Nagar. These animals often sit in the middle of busy roads, causing heavy traffic jams during peak morning and evening hours. At night, due to poor street lighting, commuters fail to see them, leading to frequent road accidents and severe injuries. Moreover, stray dogs often chase vehicles and scare small school children walking by. Despite several complaints made to the local authorities, no effective step has been taken so far. I request the higher authorities through your newspaper to immediately catch these stray animals and move them to proper animal shelters (Gaushalas).

Thanking you.

Yours faithfully,

Mohit/Mohini



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Application to the Pri-



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Story Writing

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PART 2 : STORY WRITING

You will be given an **outline** (short clues with fill-in-the-blank dots) or a **title/topic**.

Essential Rules for Story Writing

1. **Always Give a Title :** Write a suitable title at the top in capital letters or bold.
2. **Use Past Tense :** Stories are narratives of past events, so write predominantly in the Simple Past Tense (V_2, was/were, had).

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3. **Follow the Outline :** Do not skip any clue given in the exam outline; expand each point naturally.
4. **Paragraph Division :** Divide your story into 2 to 3 short paragraphs (Beginning → Middle Climax → Ending).
5. **Write a Moral :** Always end with a clear 1-line moral (e.g., Moral: Honesty is the best policy).

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लालची

Model Story 1: The Greedy Dog

Outline : A dog gets a piece of bone... crosses a bridge over a stream... sees his reflection in water... thinks it is another dog with a bone... wants that piece too... opens his mouth to bark... bone falls into water... dog loses his bone... Moral.

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THE GREEDY DOG

Once upon a time, there was a dog. He was very hungry. He searched for food everywhere. At last, he found a juicy piece of bone near a butcher's shop. He picked up the bone in his mouth and decided to go to a quiet place to eat it safely.

On his way, he had to cross a narrow wooden bridge over a small stream. While crossing the bridge, the dog looked down into the clear water. He saw his own reflection in the water. The foolish dog thought that there was another dog in the water with another piece of bone.

He became very greedy and wanted to get that piece of bone too. He decided to bark at the other dog to scare him. As soon as he opened his mouth to bark, "Bow-Wow!", his own piece of bone fell from his mouth into the deep stream. The bone sank to the bottom and was swept away. The greedy dog realized his mistake, but it was too late. He went away hungry and sad.

Moral : Greed is a curse./Do not be greedy.

Model Story 2

A Friend in Need is a Friend Indeed

Outline : Two friends go through a forest... promise to help each other... see a big bear coming... one friend quickly climbs up a tree... other does not know how to climb... lies down on the ground like a dead man... bear comes and smells him... leaves him thinking he is dead... first friend comes down and asks... moral.

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TWO FRIENDS AND THE BEAR

Once upon a time, two friends named Vijay and Raju were walking through a dense forest. The forest was full of dangerous wild animals. They were afraid, so they promised to stand by each other and help one another in times of any danger.

Suddenly, they saw a large black bear coming toward them. Seeing the bear, Vijay got frightened. Without thinking about his friend, he quickly ran and climbed up a tall tree nearby. Raju did not know how to climb trees. He realized he could not run fast enough to escape.

Raju quickly remembered that bears do not touch dead bodies. So, he immediately lay down flat on the ground, held his breath, and pretended to be dead. The bear came up to Raju, bent down, and smelled his nose, ears, and face. Thinking that Raju was dead, the bear slowly walked away into the bushes.

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After the bear left, Vijay came down from the tree. He laughed and asked Raju, "What did the bear whisper into your ear?" Raju replied calmly, "The bear advised me never to trust a false friend who leaves you alone in times of danger." Vijay felt ashamed of his selfish behavior.

Moral : A friend in need is a friend indeed.

Model Story 3

The Shepherd Boy and the Wolf

Outline : A boy guards sheep near a forest... gets bored... shouts "Wolf! Wolf!" for fun... villagers run with sticks to help... boy laughs at them... repeats the trick again... villagers get angry... one day a real wolf comes... boy cries for help... no one comes... wolf kills sheep... moral.

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THE BOY WHO CRIED WOLF

Once upon a time, a young shepherd boy lived in a small village. His daily job was to take his village's sheep to a grassy hill near a forest to graze.

One day, the boy felt very bored while watching the sheep. To amuse himself, he decided to play a trick on the villagers.

He ran toward the village shouting loudly, "Wolf! Wolf! Help! A wolf is attacking the sheep!" Hearing his cries, the villagers dropped their work and ran to the hill with heavy sticks to save the sheep. When they arrived, they found no wolf. The boy laughed loudly at them. The villagers got angry and returned to their work.

After a few days, the boy played the same foolish trick again. He shouted, "Wolf! Wolf!" The villagers again ran to help him, only to find that the boy was fooling them a second time. They scolded him severely and left.

A few weeks later, a real fierce wolf actually came out of the forest and attacked the flock of sheep.

Terrified, the boy screamed with all his strength, "Wolf! Wolf! Please help! A real wolf is here!" But this time, the villagers thought he was playing his trick again, so nobody came to help him. The wolf killed many sheep and chased the boy away. The boy wept bitterly for his dishonesty.

Moral: A liar is never believed, even when he speaks the truth.

Homework

Question 1: Write a story in about 80–100 words using the outline given below. Give a suitable title and a moral to the story.

Outline : A rich man drops a bag of gold coins on the road... an honest poor cobbler finds the bag... counts the coins... decides to search for the owner... returns the bag intact to the rich man... rich man acts greedy... accuses cobbler of taking out ten coins... case goes to the judge... judge sees through the trick... declares the bag belongs to someone else... honest man gets the reward... Moral.

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