

eLearners' Online Submissions  
B.A.III

Letter Writing/Correspondence

# Letter Writing/Correspondence

- Letter writing is an art and is required in all types of correspondence.
- It can be broadly classified into two types, formal and informal.
- Formal letters are written on issues which are not personal .
- They are addressed to editors, officers, principals and companies etc.
- The letters written to our parents, relatives and friends are informal.
- Here are online submissions of students during lockdown.

## A. Letter to the Editor/ Informal

1. Write a letter to the editor raising your concern about COVID-19 and giving your suggestions to contain it from further spreading.

Ajay Kumar  
89, Geeta Colony  
ABC City

April 10 , 2020

The Editor  
The Tribune  
Chandigarh  
Subject: COVID-19 and its containment.

# Continued...

Sir

Through the columns of your newspaper I wish to draw attention of the people towards the spread of pandemic COVID-19.

Honourable Prime Minister appealed to the people of India to observe Janta Curfew on March 22, 2020 to mark the respect of Doctors and Health Workers by banging plates, ringing bells and clapping. This brought all the people of the country on one platform to fight against Corona Virus borne deadly disease . It has claimed a large number of lives all over the world. No vaccine of this disease is available till date. Therefore, it is only through social distancing that the containment can be done.

In further steps to stop it from spreading, a countrywide lockdown was announced on March 23, 2020 to close all the establishments except the ones supplying essential commodities . The schools, colleges and universities were closed. As a result, the scheduled examinations were postponed and the teaching got disrupted. Life came to a halt. The spread of Corona Virus came under control to a great extent. But, its threat of spread still persists.

Corona virus spreads from one man to another at a very fast pace. One of the serious reasons for its fast spread is taking it lightly. The hands are to be washed repeatedly as one of the precautionary measures. The

air particles carrying Corona Virus from sneezing of a man infect the person who comes in his contact. We can enhance our immunity power by following instructions issued by the Department of *Ayush*. One can download *Aarogya Setu* App to update about taking care of our health. I want to make certain suggestions for the people to follow. The guidelines issued by the government include that the people should stay at home and not step out until it is very compulsory. The masks should be worn on the faces.

It is hoped that our country will overcome the spread of COVID-19. Its complete eradication is possible only by social distancing. We should keep

## Continued...

ourselves updated about taking care of our health. The students should adopt online means of study and learn various online courses available free of cost.

I shall be thankful if my ideas get space in your newspaper and my suggestions go to the masses.

Yours truly

XYZ

(Assignment submitted by Sanjeev Kumar, Roll No. 1646010425,  
Section C)

## B. Personal/Informal Letter

2. Write a letter to your parents discussing with them about what you plan to do after completing graduation this year.

V.P.O., Bighar-III

Fatehabad

April 9, 2020

Dear Father

Everything is fine at my end and I hope the same for you. In this letter, I want to discuss about my future plans after graduation. As you know, I am going to pass out my graduation this year. You are very well aware of my childhood dreams as I always wanted to earn name



## Continued...

and fame. When you took me to school, on my way I was deeply moved by the pitiable state of the poor children. I often thought why they were born poor, led a life of poverty and died as poor only. I wanted to do something to eradicate poverty in our country since then.

I drew strength from you as you gave wings to my dreams. I am in the most important phase of my life. Your support in this condition will help me move in the right direction. I aspire to become a world renowned Economist . I know it is not easy to think of becoming something like that. I plan to seek admission in Master of Economics in the University of Australia. It is a decision for which I want you to stand by my side.

## Continued...

I shall have to clear ILETS for this. I want your permission to go to Chandigarh for coaching to avail of student visa for visiting Australia. My idea behind visiting Australia for doing Master of Economics , is to learn about the difference between developed and the developing countries. I also want to learn about the economic policies practised there. At the same time, I do not plan to settle there. I want to serve my country and work for the betterment of the poor. Give my regards to mother and Love to brother.

Your loving daughter

XYZ

(Submitted by Komalpreet Kaur, Roll No. 1646020015, Section C)

# Submission-3

78, Model Town  
Kolkata

April 10, 2020

Dear Father

I am fine here and hope this letter of mine finds you in the best of your health and spirits.

I am doing fairly well in my studies and after doing my degree of Bachelor of Arts, I am planning to go for M.B.A. I have discussed

## Continued...

earlier with you that I want to pursue my career in some business company and for that I need to do M.B.A . My dream is to join IIM, Bangalore. It is one of the premier Institutions of India. It is also known for campus placement with leading companies of India and abroad. I want to go for coaching to crack the entrance test.

I am looking forward to your guidance and financial support in this matter. I shall be waiting for your reply as all my friends have already got permission from their parents. I assure you that I shall fully abide

by the principles you set before me . I also want you to have full faith in me. I shall come up to your expectations . Give my regards to my mother and love to younger sister.

Your loving daughter

XYZ

( Submitted by Himanshi , Roll No. 1646020047, Section C)

# Submission-4

0122, Ram Colony

Gurugram

April 10, 2020

Dear Mom and Dad

I am fine here and hope you are also in the best of your health and spirits. As you know, it is my last year of graduation and all of my friends are choosing different fields to achieve their goals. I have also a dream to help the poor and needy. I earnestly desire to become a part of policy making.

There are many ways to fulfil my dreams but I want to appear in Civil Services Examination. I think, it is the best way that I can serve society. So, I want to become an IAS Officer.

I know that this examination is conducted by UPSC at an all India level. Therefore, I want to go to Delhi for getting coaching for its preparation. I need financial assistance as well as moral support in my future ventures. I am fully sure that you are going to help me in every way. Please allow me to go for the same. I need your blessings and

# Continued...

cooperation at every stage of my life. I hope that mother is also fine and pay my regards to her.

Your loving son

Ajay Malhotra

( Submitted by Vishnu Manjhu, Roll No. 1646010223, Section- D)



# Reference

- Dharmani, Deepti , et al., editors. *Interpreting A Play: The Merchant of Venice & Developing Composition Skills*. Chennai: Macmillan Publishers India Private Limited, 2017. Print.

# THANKS

A Presentation By:

Dr. Tripta Mehta

Department of English

Manohar Memorial PG College

Fatehabad-125050