

**Grammar**  
LETTER AND ARTICLE  
WRITING

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**Section B : Writing and Grammar**

# Letter/Article Writing

# 1

Letter Writing \_\_\_\_\_ (5 or 8 marks each)

**Q. 1.** You are Vaibhavi Sinha, examination incharge. Goodway Public School. Aurobindo Road, Indore. You require 4 reams of white paper, 2 packets of carbon paper, one dozen registers, blue and red ball point pens (50 each). Place an order with Sunrise Stationery Mart. 12 Mall Road, Indore mentioning terms of payment, discount asked by you and delivery date (100 – 150 words) [CBSE Delhi, Set 1, 2020]

**Ans.** Goodway Public School  
 Aurobindo Road  
 Indore  
 20<sup>th</sup> September, 20XX  
 Sunrise Stationery Mart  
 12 Mall Road  
 Indore

**Sub. : Purchase of stationery items**

Sir,

I wish to place a bulk order of stationery goods for the school for the academic session 20XX-20XX. The particulars of the goods and their quantity to be supplied are given below:

S.No.	Particulars	Quantity
1.	White paper	4 reams
2.	Carbon paper	2 packets
3.	Register	1 dozen
4.	Blue ballpoint pens	50 units
5.	Red ballpoint pens	50 units

As we are your regular customer, kindly give us the maximum discount on the placed order and send us the stationery items from the fresh lot. The payment of these goods will be made digitally when we'll receive the order. So, do let us know the date by which you will deliver these goods.

Looking forward to hearing from you !

Yours truly,

Vaibhavi Sinha

Examination Incharge

**Q. 2.** You are Kapil /Komal living at C-424. Sector-18, Green Park, New Delhi. You bought a washing machine from Balaji Electricals Private Limited, Lajpat Nagar, New Delhi. It started giving a trouble within a few days. Write a complaint, letter (100 - 150 words) to the Sales Manager seeking immediate repair or replacement. Invent the details of defects. [CBSE Delhi, Set 2, 2020]

**Ans.** C-424, Sector - 18  
 Green Park  
 New Delhi  
 20<sup>th</sup> November, 20XX

Balaji Electrical Private Limited

Lajpat Nagar

New Delhi

**Sub. : Complaint about the Washing Machine.**

Sir,

I am sorry to inform you that the Washing Machine which I bought from your shop against cash memo No.200, dated 7th November with a two-year guarantee, stopped working well just after ten days. Currently, the machine makes an unbearable noise and the motor tears the delicate fabrics.

All these problems are causing a great inconvenience and I feel cheated. I, therefore, request you to remove the fault if it is minor or replace it with a new one as per the conditions in the guarantee certificate. Your quick action will be highly appreciated.

Yours truly,

Komal/Kapil

**Q. 3.** You are Akshay/Akshita, 23, Rampur Road, Delhi, a responsible citizen of your country. When you go on the road, you see that the people are becoming more intolerant of other, and driving their vehicles recklessly which some times leads to road rage. Write a letter to the editor of a local newspaper advising people to follow rules while driving vehicles. (100 – 150 words)

[CBSE Delhi, Set 3, 2020]

**Ans.** 23, Rampur Road  
 New Delhi  
 20<sup>th</sup> October, 20XX  
 The Editor  
 The Times of India  
 New Delhi

**Sub. : Appeal to follow traffic rules**

Sir,  
 Through the columns of your esteemed newspaper, I would like to draw the attention of the commuters towards reckless and negligent driving practised on the roads.

Recently, it has been observed that the traffic is increasing day-by-day and in order to reach their destinations; commuters are violating the traffic rules. Reckless driving does not only lead to road accidents but also causes unnecessary inconvenience to the fellow commuters.

I request you to kindly look into the matter and help in maintaining road safety.

Yours truly,  
 Akshay/Akshita

**Q. 4.** You are Vipul/Apoorva, living at D-424, Island Avenue, Ernakulam. You have seen an advertisement about a diploma course in French language soon to be organised by Maxwell Institute of Languages, Fort Road, Kochi. Write a letter in 100-150 words to the advertiser seeking all the relevant information like admission procedure, fee structure, duration of the course, timing of the class, transport facilities etc.

[CBSE OD, Set 1, 2020]

**Ans.** D-424, Island Avenue  
 Ernakulam  
 12th March, 20XX

The Administrator Incharge  
 Maxwell Institute of Languages  
 Kochi

**Sub. : Inquiry about the procedure for joining the institute**

Sir,  
 With reference to your advertisement in 'The Times of India', dated 10<sup>th</sup> March 20XX, I am attempting the International Test for French Language Learners and want to opt for the diploma course in French Language offered by your institute.

I need some information regarding the diploma course so that I can enroll for the same.

Kindly provide me with the following details :

- Duration of the course
- Timings of the classes
- Number of batches
- Transport facilities
- Fee structure
- Joining date

I request you to furnish all the other necessary details by sending me the brochure.

Looking forward to an early reply!

Thank you  
 Yours faithfully  
 Vishal/Apoorva

**Q. 5.** Slums are spreading more than the planned townships. The life in the slums is miserable. Crowded living, lack of drinking water, insanitary conditions, poor power supply etc., are causing a lot of suffering to the people. Write a letter in 100 – 150 words to the editor of a national newspaper drawing attention of the concerned authorities to this problem and asking for a proper solution. You are Udit/Udita, 26 Latouche Road, Kanpur.

[CBSE OD, Set 2, 2020]

**Ans.** 26 Latouche Road  
 Kanpur  
 10<sup>th</sup> May, 20XX  
 The Editor  
 The Hindu  
 Kanpur

**Sub. : Spreading of slum areas in the city**  
 Sir,

Through the column of your esteemed newspaper, I would like to draw your attention to the increasing number of slums in the city which is creating inconvenience to not only the slum dwellers but also to the neighbouring colonies.

Recently, an open area in the RR Nagar was converted to a slum within three months. Also, one can find a slum in every locality of the city currently. Slums are spreading more than the planned township and this is disfiguring the city's face. Slum areas are a home to several unfavourable dwelling conditions such as crowded living, lack of potable water, insanitary conditions and poor power supply.

Moreover, these slum areas give rise to contaminated diseases that spread around causing great deal of discomfort. I request you to kindly take some strict actions against this and provide a lucrative solution for the citizens.

Thank you  
 Yours faithfully  
 Udit/Udita

- Q. 6. You are Shammi/Sapna, resident of 12 Mall Road, Agra. You have noticed that majority of the water taps in your colony keep on leaking. Also water drips from various joints in the supply pipes. All these lead to a big wastage of potable water. Write a letter of complaint to the Municipal Commissioner, Agra Municipal Corporation requesting him to get the necessary repairs done. (100 – 150 words) [CBSE OD, Set 3, 2020]**

**Ans.** 12 Mall Road  
 Agra  
 25<sup>th</sup> August, 20XX  
 The Municipal Commissioner  
 Agra Municipal Corporation  
 Agra

**Sub. : Requesting immediate repair of water pipes**

Sir,  
 I am a resident of Mall Road, Agra and have noticed that there are more than 12 leaking

taps in our colony as well as the neighbouring areas. Also, there has been a lot of wastage of water from the supply pipes due to the leakage at various joints.

Last summer, Agra faced a huge water crisis and the residents had to rely on paid water tanks to fulfill the need of water. Shortage of potable water had led to the inconvenience amongst the citizens. This year, leaking taps and pipes are causing massive wastage of potable water and this issue should be immediately addressed.

In order to avoid a situation like last year, I request you to kindly look into the matter and take the necessary measures.

Thank you  
 Yours faithfully  
 Shammi/Sapna

- Q. 7. As a health conscious person, you have noticed an advertisement in a newspaper on yoga classes in your neighbourhood. Write a letter in 100–120 words to the organiser, Yoga for Public, R.K. Puram, New Delhi requesting him/her to send you information about the duration of the course and other relevant details. You Shweta/Srikar of 13, R.K. Puram, New Delhi.**

[CBSE OD, Set 1, 2019]

**Ans.** 13, R.K. Puram  
 New Delhi  
 14th April 20XX  
 The Organiser  
 Yoga for Public  
 R.K. Puram  
 New Delhi

**Sub: Inquiry about the Yoga Classes**

Sir,  
 With reference to your advertisement in 'Patrika Times' dated 12th April, 20XX, I have come to know that you are organising yoga classes near my locality. It's a good initiative and also highly appreciable because yoga helps detox the body and de-stress the mind. It also maintains balance between physical and mental health of a person. Sparing some time for yoga helps in getting relief from stress. As I am a health conscious person and know that yoga helps in curing many diseases in today's deskbound lifestyle, I wish to

join the classes. But prior to joining the classes, I would like you to furnish me the following necessary details:

- Duration of the course
- Timings
- Fee structure
- Mode of payment
- Instructor/Info.
- Class duration

It will be highly appreciated if the above details are provided to me at the earliest.

Thanking you  
 Yours faithfully  
 Shweta/Srikar

**Q. 8. You are Hema/Hemant, 14/9 Hill Apartment, Jaipur. You are not satisfied with the facilities for tourists in Jaipur. Write a letter in 100–120 words to the editor of a local daily giving suggestions on ways to improve the facilities for tourists.**

[CBSE OD, Set 2, 2019]

**Ans.** 14/9, Hill Apartments  
 Jaipur  
 15th May 20XX  
 The Editor  
 Patrika Times  
 Jaipur

**Sub: Suggestions on ways to improve the facilities for tourists**

Sir,  
 Through the columns of your esteemed newspaper, I would like to highlight the issues of dissatisfactory tourists' facilities in Jaipur and wish to give my suggestions in this regard.

It is a world known fact that Rajasthan is one of the best tourists' destinations in India and its capital Jaipur fascinates all foreigners immensely. But there are certain areas which need a lot of improvement. First and the foremost suggestion is related to the signboards places. As we know that foreigners don't understand the local dialect the signboards and the direction boards should be both in Hindi and English. Another suggestion is regarding the cleanliness near the temples. Jaipur is popularly known as 'Choti Kashi' and the famous Govind Dev Ji

temple is visited by almost each and every tourist here. But there is a lot of chaos around the temple area. The hawkers, paddlers and fruit sellers have made the area congested and filthy. The queue system is also out of place and it portrays a negative picture of the city. Thus, management should take certain steps in this regard. Then comes the question of forts. The magnificently built forts should be senior citizen friendly and there should be provision of lifts and wheelchairs for handicaps. My last suggestion is about the conditions of buses which is pathetic. Improved bus services would attract more tourists.

I hope my suggestions would find place in your newspaper and can be incorporated so that the tourism sector can be improved.

Thanking you  
 Yours faithfully  
 Hemant/Hema

**Q. 9. Promila/Praveen Chopra reads the following news report in a newspaper and feels deeply troubled, She/He writes a letter to the Editor. 'The Times of Delhi', New Delhi voicing her/his concern for ill effect of synthetic milk on the health of the unsuspecting consumers and suggesting ways to deal with the offenders. Imagine yourself as Promila/Praveen Chopra. 12/15, Kunj Vihar, Alapur and write the letter for her/him in 100–120 words.**

**Alapur: August 24. The sale of synthetic milk continues unabated in the district despite ongoing efforts by the authorities concerned. Out of 20 samples of milk taken recently, reports of 19 which were received from Lakenagar Test Laboratory indicated adulteration with urea and other chemicals.**

[CBSE OD, Set 3, 2019]

**Ans.** 12/15, Kunj Vihar  
 Alapur  
 25th August 20XX  
 The Editor  
 The Times of Delhi  
 New Delhi

**Sub: Ill effects of synthetic milk on health and suggestions to deal with it.**

Sir,

This is with reference to a news report which I read yesterday, regarding the adulteration of milk with urea and other chemicals. It has greatly disturbed me as we have been hearing the increased cases of unique diseases daily which were never heard of earlier. They are the consequence of the adulterated food products. Synthetic milk which contains the amount of urea, caustic soda, detergents and cheap cooking oils, increases the risk of heart problems. It is also harmful for pregnant ladies. Moreover, synthetic milk possesses cancerous properties and many people have been affected by it till date. Children are the biggest sufferers as their immune system is weak at a young age. The sodium that enters the body through the synthetic milk acts as a slow poison.

During the festival seasons, the increased cases of adulterated milk have come into light as the demand for milk increases to prepare sweets and other delicacies. Therefore, I suggest that the Health Department should keep a strict vigilance on these unscrupulous milk dealers and police should raid the milk factories from time to time. Food Safety and Standards Act prescribes maximum six months in prison for the offence and this should be taken into practice for sure. The Supreme Court has also advised the states to make the adulteration of milk a punishable offence. Thus, if these steps are followed strictly, I think the cases of milk adulteration will definitely reduce.

Thanking you

Yours faithfully

Promila/Praveen Chopra

- Q. 10. You are Tanvi/Shirish of Safdarjung Development Area, New Delhi. You are extremely disturbed about the attacks on old people living alone. Write a letter in 100–120 words to the Editor, 'The New Indian News' making people sensitive to the problem. Make suggestions to the**

**people living alone and the authorities to ensure that such attacks do not take place.**

[CBSE Delhi, Set 1, 2019]

**Ans.** Safdarjung Development Area  
New Delhi  
23 March 20XX  
The Editor  
The New Indian News  
33, Gole Market  
New Delhi

**Sub: Attacks on old people**

Sir,

Through the columns of your reputed newspaper, I show my deep concern and draw the attention of the government towards the growing feeling of fear and insecurity among people due to frequent attacks on old people living alone.

The recent attacks on old people clearly indicate lapses on our part. In addition to this, social media and different reports are creating disharmony instead of doing something constructive. The old people are not safe in their own homes. These attacks have taken away their peace and tranquility. Many old people have lost their lives. This shatters the faith of people in the government.

In order to combat this menace, we should make concerted efforts. Those who are caught and found guilty, should be taught a lesson.

I hope the authorities will be more cautious and initiate stern steps to encounter the enemies of humanity.

Your truly

Tanvi / Shirish

- Q. 11. You have lost your original certificates of class X and XII. You want to get their duplicates issued but you do not know the procedure. Write a letter to the Chairman, CBSE, Preet Vihar enquiring about the fee to be deposited, mode of payment, time taken by the board for issuing duplicate certificates and any other formalities. You are Tarun / Taruna, 7/9, Kunj Apartments, Shimla (100–120 words).**

[CBSE Delhi, Set 2, 2019]

**Ans.** 7/9  
 Kunj Apartments  
 Shimla  
 23 March 20XX  
 The Chairman  
 CBSE  
 Preet Vihar  
 New Delhi

**Sub: Issue of duplicate certificates**

Sir,  
 I graduated class X and XII in the year 2016 and 2018 respectively from CBSE Board. Unfortunately, I lost my original certificates of class X and XII during my journey in the train. Now, I urgently need duplicate certificates of the same. I am ready to pay the fee needed for the process. Please let me know the amount to be paid, the mode of payment and how much time will it take to issue the duplicate certificates. If there is any other formality, please let me know.

Roll No — X 695962 year-2016  
 XII 735012 year-2018

Thanking you  
 Yours truly  
 Tarun/Taruna

**Q. 12.** You are Ambica / Mohit, Librarian, High Scope Public School, Hauz Khas, Delhi. Write a letter to Jindal Publishers, Pratap Vihar, Delhi to place an order for English to Hindi dictionaries, illustrated children's encyclopedia, fiction books etc. for your school library. Request them for a catalogue, discount offered, mode of payment and time taken for delivery. (100–120 words).

[CBSE Delhi, Set 3, 2019]

**Ans.** High Scope Public School  
 Hauz Khas  
 Delhi  
 23 March 20XX  
 The Manager  
 Jindal Publishers  
 Pratap Vihar  
 Delhi

**Sub: Order for books**

Sir,  
 We are your regular customer. We would like to place an order for dictionaries,

encyclopedia and fiction books for our school library. We are providing a list of books we are in need of. Kindly deliver these books in their latest edition and in proper condition. We will be pleased if you give us a suitable discount on these books and send us a catalogue too. Please suggest the mode of payment and time taken for deliver. The list of books with their particulars is attached.

S. No.	Name	Copies required
1	English to Hindi dictionary	20
2	Illustrated Children's Encyclopedia	25
3	Fiction: Arabian Nights	15
4	Panchtantra	15
5	Fables	20

We hope for timely delivery and maximum discounts.

Your faithfully  
 Ambica / Mohit  
 Librarian

**Q. 13.** You are Prabhu Kumar / Parvati of 17E, Ravi Dass Road, Kochi. Write a letter in 100–120 words to the editor of a newspaper about the nuisance caused by loudspeakers in the city during examination days drawing attention of the concerned authorities to the problem.

[CBSE, 2018]

**Ans.** 17E, Ravi Dass Road,  
 Kochi.  
 3rd November 20XX  
 The Editor,  
 The Times of India.  
 Kochi

**Sub: Nuisance caused by loudspeakers in the city**

Respected Sir,  
 I am writing this letter to express my anguish and annoyance over the problem of loud speakers during the examination days. I am a student studying in 10th grade of a reputed school in the city. The final examinations are just around the corner.

During the day, the loud noise from speakers disturbs and distracts as

much as it does at night. Especially on the weekends, the noise from the loud-speakers is unbearable. Last weekend, I could not study at all. In spite of the law prohibiting loud music playing beyond 10 o'clock, people violate the rules and regulations by playing it all night. There are thousands of students like me who have to suffer from this problem. Besides, there are some old patients and new born babies in every locality who get affected by this noise pollution. I, on behalf of all the students of the city plead and appeal to the concerned authorities to look into the matter as this is a clear contravention of the laws.

Yours truly  
 Prabhu Kumar/Parvati

- Q. 14. The road that leads to your market is broken and full of potholes. Mosquitoes and flies breed there. Write a letter in 100–120 words to the editor of a local newspaper drawing attention of the concerned authorities to get the road repaired. You are P.V. Prabhu/Prabha, 112, Aram Nagar, Delhi.**

[CBSE, 2018]

Ans. 112, Aram Nagar  
 Delhi  
 26th August 20XX  
 The Editor  
 The Navjiwan Times  
 Delhi

**Sub: Repair of the road**

Sir,  
 Through the columns of your esteemed newspaper I want to draw the attention of the concerned authorities to the pitiable condition of the road leading to the market area in our city. The road is broken and is full of potholes causing problems for the residents of the area.

As monsoon has set in, water accumulates in puddles. Water is definitely a panacea for us but the stagnant water multiplies our problems. It becomes the safest place for breeding mosquitoes and flies. Flies sit over food items and leave their dangerous bacteria which in turn, cause trouble to our health. There are many rough stones in the road that cause

burst in tyres and tubes due to which, the vehicles lose balance on the shattered road and cause accidents.

Hence, it is in the best interest of everyone that the road is immediately repaired so that the water accumulation stops. I hope the concerned authorities will take immediate action and remove the hurdles.

Yours sincerely  
 P.V. Prabhu/Prabha

- Q. 15. There is a busy road in front of your school. A large number of students have to cross the road while going back home. They run a great risk. Write a letter in 100–120 words to the Editor, Navjiwan Times, Agra drawing attention of the concerned authorities to the problem. Make a request to mark a zebra crossing and to put traffic lights in front of your school. You are Amit/Anita, Class X, New Age Public School, Ram Nagar, Agra.**

[CBSE Delhi, Set 1, 2017]

Ans. New Age Public School  
 Ram Nagar  
 Agra  
 16th August 20XX  
 The Editor,  
 The Navjiwan Times,  
 Agra

**Sub: Need of Zebra crossing and traffic lights**

Sir,  
 Through the columns of your esteemed newspaper, I want to draw the attention of the concerned authorities to the problem of unruly traffic in front of our school.

The road near New Age School is always jam packed. Everybody seems to be a road racer. Increasing vehicles and indisciplined driving make it difficult for the students to cross the road while going back to home. Multitudes of vehicles, scooters, cars, three wheelers, block the road as there is no traffic light. Patience, courtesy and sympathy seem to have gone away from the minds of drivers.

It is in the safety and interest of students if concerned authorities install traf-



fic light on this junction and also mark zebra crossing. This will ensure safety of the students.

I hope, the concerned authorities will take action and do the needful.

Yours faithfully  
 Amit/Anita

**Q. 16. Write a letter to the editor of a newspaper in 100–120 words complaining against the schools that hire bus drivers who indulge in rash and drunken driving and cause risk to the lives of the innocent school children. You are Akash of Rajdhani Public School Delhi.**

[CBSEi, Term 1, 2016]

**Ans.** E-15, Surya Nagar  
 New Delhi  
 17 November 20XX  
 The Editor  
 The Hindustan Times  
 K.G. Marg, Delhi

**Sub: Expressing Views About Rash Driving**

Sir,

I wish to express my views about rash and drunken driving of school bus drivers through your newspaper.

It is very painful and alarming that the drivers of school buses are neither trained for this particular job, nor do they feel responsible towards the children. They drive so rashly that they cause accidents and injure the innocent children and the people around. The school authorities and parents seem to be confident about the safety of their children after hiring the drivers. Many young children lose their lives due to careless attitude of the drivers towards the safety of the school children.

It is suggested that the drivers of school buses should be given a special training and there should be regular updating of their skills. They should be scrutinised by giving them tough personality tests, only then we can safeguard our school children.

I hope you would agree with me and give my article a suitable space in your newspaper.

Thanking you  
 Yours truly  
 Akash

**Q. 17. Your locality has witnessed a number of cases of theft in recent weeks. The local law and order authorities were approached but you find no change in the situation. Write a letter in 100–120 words to the editor of a local newspaper drawing attention of the higher authorities to the problem. You are Ram/Rama 4, Gobind Road, Meerut.**

[CBSE OD, Term 2, Set 1, 2016]

**Ans.** 4, Gobind Road,  
 Meerut.  
 11th August 20XX  
 The Editor,  
 The Hindu,  
 Meerut.

**Sub: Increasing thefts in our locality and inaction by the police.**

Dear Sir/Madam,

I am writing this letter to express my deep concern over the increasing theft rate in our locality. The incidents of thefts are on the rise. There is an atmosphere of insecurity and fear in the entire locality. Approximately five cases of thefts have taken place during the last month. Along with thefts what really scares us is the injury and paranoia that is raised due to such incidents.

To combat this fear, we, the residents of the locality have lodged a written complaint with the local Police Station. In our complaint, we had requested for permanent patrolling by the cops during the evening hours. In spite of our repeated complaints, no action has been taken. This has only led to much fear and general distrust in the Police Force. I, on behalf of the residents of the locality, have decided to bring this matter to the attention of the concerned authorities through the medium of your esteemed newspaper.

I am hopeful that you will help us in this regard by publishing this letter in your reputed daily.

Yours truly  
 Ram/Rama

**Q. 18. Your school has decided to take part in half marathon organised by an N.G.O. in New Delhi. Write a letter in 100–120 words to the Area Manager of the N.G.O.**

requesting permission to participate in the half marathon on 28 April 20XX starting from National Stadium. Request the N.G.O. to provide your school with 200 T-shirts for boys and girls aged 15–17 years. You are School Captain, Manish Mehta, Sarvodaya Vidyalaya, Saket.

[CBSE OD, Term 2, Set 2, 2016]

Ans. Sarvodaya Vidyalaya  
 Saket.  
 18th March 20XX  
 The Area Manager,  
 Kaali Foundation,  
 New Delhi.

**Sub: Permission to participate in the half marathon on 28th April 20XX.**

Respected Sir,  
 I am writing this letter on behalf of my schoolmates. We have read about your esteemed NGO in the newspapers. It is really inspiring to know that humanity is still alive. Education is a fundamental right and should be available to all, especially to the girl child.

We, the students of Sarvodaya Vidyalaya, would like to contribute in our own little way. We cannot contribute financially to this cause but we would like to participate in the half marathon on 28th April starting from National Stadium as a part of our support to the noble cause of educating the girl child.

Around 200 of us students have decided to participate in the half marathon for this noble cause. We hope through our example we can garner more support and awareness towards the cause of education for the girl child. I would also like to place an order for 200 t-shirts for the marathon for boys and girls aged 15–17 years, please let me know the cost of each t-shirt and the payment details.

I am grateful for your continuous support and encouragement to the society.

Yours truly  
 Manish Mehta  
 School Captain

**Q. 19. Increase in the number of private vehicles coupled with lack of civic sense has let to several road accidents in your**

**city. Write a letter in 100–120 words to the editor of a local daily urging people to use public transport and to have patience while driving.**

**You are Ram/Rama 4, Raja Road, Karnal.**

[CBSE OD, Term 2, Set 3, 2016]

Ans. 4, Raja Road,  
 Karnal  
 2nd February 20XX  
 The Editor,  
 The Times of India,  
 Karnal  
 Haryana

**Sub: Increase in the number of road accidents in the city**

Respected Sir,  
 I would like to draw the people's attention towards the ever-increasing road accidents in the city. Your paper has itself reported twelve major accidents in the past two months in which several people have lost their lives.

These accidents are caused due to several reasons. Some of these are poor road lighting, increasing encroachments, open violation of the traffic rules by drivers, absence of safety procedures and lack of traffic educations. The Deputy Commissioner of the city must chalk out a comprehensive plan to improve the traffic situation in the city.

People could begin using public transport, which apart from reducing the strain on the traffic will be an efficient way of saving energy and the environment. Public transport will ensure that there are lesser vehicles on the road and more place for the pedestrians to walk safely and comfortably. School children should be given proper traffic education. All vehicle drivers should be made to pass a screening test to judge their suitability as drivers. Roads should not only be repaired and widened but should also be provided with lamps to provide sufficient lighting. The use of helmets should be encouraged. Drunk driving should be stopped at any cost. People violating traffic rules should be punished. The traffic police should be encouraged to perform their duty honestly and efficiently. These along with

many more steps need to be urgently taken to check this menace of increasing road accidents.

Yours truly  
 Ram/Rama

- Q. 20. Now-a-days, we see the rise in prices of edible things like pulses, onions, oil and some other products. The layman is facing hardship on account of it. Write a letter in 120–150 words to the editor of a reputed daily requesting him to highlight the difficulties faced by common man due to rise in prices. Sign yourself as Pranjal/Praneeta living at 124, Vivek Vihar, Delhi [CBSE Delhi, Term 2, Set 1, 2016]**

**Ans.** 124, Vivek Vihar,  
 Delhi.

11th August 20XX

The Editor,  
 The Hindu,  
 Delhi

**Sub: Difficulties faced by the common man due to rise in prices**

Sir,

Through the medium of the columns of your esteemed newspaper, I wish to express my deep concern in the increasing rise of prices of basic commodities.

Today the prices of basic commodities especially edible items like pulses, onions, oils and other products necessary for the common man has increased exponentially. A few years ago, the prices of basic edible items were low enough for a person to survive on. However, the same item has increased by around 30%, making it difficult for many families to survive. This leads to families either foregoing a meal a day or choosing to end their lives because there is no end to the dark tunnel. The blind eye of the government towards these issues has not helped, infact it has resulted in the death of many. While increase in prices may show that our country is doing financially well but at the cost of scores of people who have to miss their daily nourishment.

To solve this problem, the authorities need to take prompt actions to resolve

this issue. One such solution may be providing these subsidies at a lower prices for the lower-income families and having the same items sold at a higher cost for those who can afford the same. Another solution may be to provide the grain at an optimum price that is affordable by all but this may require thorough government planning. It is necessary that the government takes stringent action to ensure that every person meet their nutritional needs for the day. Without the support of a strong people-friendly policy, the common man will have to continue to suffer with an empty stomach.

I am hopeful that you will publish my letter in your newspaper so as to bring to the attention to the authorities the difficulties faced by the common man in purchasing even the basic food items necessary for their day to day living.

Yours sincerely  
 Pranjal/Praneeta

- Q. 21. Owing to the MCD employees' strike, the roads in your area are littered with garbage. Not only the place is stinking but also is a health hazard. As Miki/Manish of 112, Laxmi Nagar, write a letter in 100–120 words to the editor of a local newspaper informing the concerned authorities of the unhygienic conditions and requesting them to take appropriate and necessary action in the matter.**

[CBSE Delhi, Term 2, Set 2, 2016]

**Ans.** 112, Laxmi Nagar,  
 Delhi

3rd August 20XX

The Editor,  
 The Hindu,  
 Delhi

**Sub: Unhygienic living conditions in Laxmi Nagar**

Respected Sir,

I am a local resident of Laxmi Nagar. I, through your esteemed newspaper, would like to bring to the notice of the concerned authorities the unhygienic living conditions prevalent in our area due to the on-going strike of the Municipal Corporation of Delhi employees.

The employees who collect garbage have been on strike for the last two weeks, which has only resulted in an extensive pile of garbage being accumulated at the edge of the road. This pile has led to a lot of breeding of mosquitoes in the filthy water and is home to rats. This has become a health hazard to the people of the area. There are already twelve cases of dengue and malaria which have been reported, out of which one is a seven-year-old girl who is fighting for her life in the intensive care. The stink of the garbage has made living in the area unbearable. Our once beautiful locality has now turned into a dumping ground from hell.

I would be grateful to you if you could help us in bringing this concern in front of the authorities responsible for the upkeep so that the situation can be controlled.

Yours truly  
Manish/Miki

- Q. 22. The authorities have been claiming that the roads in your town have been relaid and repaired. But there is no visibility of such a work. Write a letter in 100–120 words to the editor of a local newspaper expressing your disappointment at the present situation and giving suggestions to resolve the problem. You are Shweta/Sham of 24, Pushp Nagar.**  
[CBSE Delhi, Term 2, Set 3, 2016]

**Ans.** 24, Pushp Nagar,  
Delhi  
3rd November 20XX  
The Editor,  
The Hindu,  
Delhi

**Sub: Bad roads in Pushp Nagar**

Respected Sir,  
I would like to draw the attention of the concerned authorities to the miserable state of the roads of our area through your esteemed newspaper. The roads here are in a terrible condition and the local authorities have claimed that the roads have been repaired and re-laid a month ago, but there is no visibility of any such work. In fact, the roads are in a terrible shape.

The potholes on the road are a major cause of concern, as they cause accidents daily. Motor-bikes skid's and pedestrian accidents are a common occurrence on this route. It is the duty of our authorities to relay the roads under strict supervision to prevent this event from re-occurring.

I would be grateful to you if you help us in highlighting this problem to the concerned authorities, so that preventive measure can be taken up.

Yours truly  
Shweta/Sham

 **Article Writing** \_\_\_\_\_ (5 or 8 marks each)

- Q. 1. Water scarcity is becoming a serious problem because sources of water are getting depleted day by day. Considering the gravity of the situation, write an article in 100-150 words on the topic, "Need of the Hour : Rainwater Harvesting." You are Ram/Rama. [CBSE Delhi, Set 1, 2020]**

**Ans. NEED OF THE HOUR : RAINWATER  
HARVESTING**  
By Ram/Rama

Increasing population along with the pollution and negligence towards the need of conservation of water has led to water crisis around the globe. As an after effect, it depleted the water table so much that there is no water left enough for basic needs. In such a situation, we

need to adopt certain measures that will enable conservation of water for the times in distress.

Rainwater harvesting is a method to collect the rain water into natural reservoirs or man-made tanks. It is a technique to collect and store rainwater for various purposes. The most common and easy method of rainwater harvesting is rooftop harvesting. Using this technique, we can collect clean rainwater in the rainy season. This water has a good shelf-life and can be used for household purposes like gardening, livestock, irrigation, etc. It helps in reducing water supply loads and electricity bills of municipality, provides free water supply, used for crop production in rural areas, etc.

Rainwater harvesting system helps in reducing the insecurity of households or individuals for water in the rural areas. It provides easy and low cost water supply thus, helps in agriculture and many other fields.

**Q. 2. Yoga is most important in everyone's life as it helps in balancing the relationship between body and mind. Write an article in 100 - 150 words on the topic "Importance of Yoga in our life". You are Ram/Rama.**

[CBSE Delhi, Set 2, 2020]

**Ans. IMPORTANCE OF YOGA IN OUR LIFE**

By Ram/Rama

Yoga is India's gift to the world. Originating from the Sanskrit language, the word 'Yoga' has two meanings, one is union and another one is discipline. Practicing yoga teaches us about the body and mind discipline by uniting or connecting both entities together with a smooth and steady flow of breath. It is a spiritual practice used to meditate in the early morning to balance body and mind while staying in sync with nature. It was practiced earlier by the people of religions like Hindu, Buddha and Jain. It is an amazing type of exercise which makes life better by controlling the body and mind. Yoga is a science of living a healthy life. It is like a medicine which treats various diseases gradually by regularising the functioning of body organs.

Yoga is a controlled practice of body movements and breathing. It enhances the core and mind strength by connecting both to nature. It can be practiced by people at any age, i.e., childhood, teenage, adult-hood or old age. It results into safe, slow and controlled movements of the body with controlled breathing. In order to make people aware of yoga and its benefits, 21st June is observed as the World Yoga Day or International Yoga Day globally.

**Q. 3. You go to your school travelling in a government bus. You notice the benefits of travelling by bus which is helpful in reducing pollution. write an article in 100 - 150 words on the topic. "Use**

**Public Conveyance; Control Pollution."**  
**You are Akshay/Akshita.**

[CBSE Delhi, Set 3, 2020]

**Ans. USE PUBLIC CONVEYANCE; CONTROL POLLUTION**

By Akshita/Akshay

With rapid population explosion and the increase in the number of vehicles; traffic, noise pollution and air pollution is a daily sight. It causes inconvenience to one and all. Air pollution which is one of the most dangerous forms of pollution, is on a rise due to vehicle exhaustion.

In order to curb the rising pollution, public transport such as buses, should be actively used. With good bus connectivity throughout the city; transport would be utilised at the optimum level. Traveling by bus is not only cheaper than travelling on your own vehicle but also is a step towards pollution control.

Moreover, citizens can opt for car-pooling or alternative modes of transport such as cycling, which will keep both their health and pollution in check. Being vigilant citizens of the country, it becomes our moral obligation to avail the services offered by the government and work towards their betterment.

**Q. 4. You are disturbed to find that most of the youngsters nowadays are falling prey to the fast food culture, overeating and lazy life style. Write an article on the topic, 'Importance of exercise and nutritious food'. You are Raj/Rani. (100-150 words)** [CBSE OD, Set 1, 2020]

**Ans. IMPORTANCE OF EXERCISE AND NUTRITIOUS FOOD**

By Raj/Rani

In today's fast-paced age where every individual is running from pillar to post to make ends meet; even the young and old are getting trapped. The millennial culture of bonded corporate labourers from 'Monday to Friday' and 'party animals' over the weekends is taking a severe toll on our mental, physical, and emotional health. One is so busy accumulating likes on social media and looking forward to the next appraisal cycle or planning the holiday destination that he

neglects what is he feeding his mind and body with.

Youngsters today are struggling to reach their classes or office on time; thanks to the ever-growing traffic and their lazy lifestyles. Home-cooked healthy meals have become once-in-a-while retreat. Exercise is something that one enjoys watching the social media influencers perform in their videos because the youngsters have 'no time for it'.

One must sit back and ponder how long will he be able to run with such unhealthy lifestyle and dietary habits? Our country's future depends on the shoulders of the youth and hence, these shoulders need to stay healthy and strong. One must make an effort to eat a home-cooked balanced diet along with a minimum of 4 days of exercise in a week to keep his mind and body strong.

- Q. 5. Roads in our cities are fast turning into death traps, Eight out of ten road accidents are caused by people who don't follow rules of the road. Write an article in 100 – 150 words on the topic, 'Road Safety'. You are Ramesh/Rita.**

[CBSE OD, Set 2, 2020]

- Ans. ROAD SAFETY**  
 By Ramesh/Rita

With an increasing number of vehicles on the roads, commuters violating the traffic rules are also increasing. In a hurry to reach their destination, commuters don't think twice before neglecting the red light or turning a deaf ear to the appeals by the traffic cops to follow the road safety rules.

Road safety rules are meant for public safety and to keep the traffic congestion in check. Eight out of ten road accidents are caused by the people who don't follow rules of the road. Walking along the road side or driving on a busy road is as dangerous as falling into a death trap these days.

Wearing a helmet, seat-belt, slowing down near a school or keeping left are some of the basic habits that a commuter is expected to follow while driving or

riding on the road but to no avail. It is convenient to ignore them and focus on your destination putting the lives of others in danger.

Travellers should, however, realise that change cannot be brought by a single person. We should join hands together and vow to follow the traffic rules. Abiding by the traffic rules will only help us in having a smooth traffic flow and prevent road accidents.

- Q. 6. Outdoor games occupy a prominent place in the life of people. They not only help in keeping them healthy and fit but also play an important part as recreational events. Write an article in 100 – 150 words on, "Importance of Outdoor Games." You are Raj/Rani.**

[CBSE Delhi, Set 3, 2020]

- Ans. IMPORTANCE OF OUTDOOR GAMES**  
 By Rani/Raj

Running, jumping and moving around in open fields gives a boost to your blood circulation. It helps one to involve in physical activity that keeps the mind alert and the body active. Physical activity in the form of outdoor games thus, is very important. It not only helps in keeping one healthy but also plays an important part as recreational events.

Since olden days, spending time with nature has been encouraged in the form of rituals and traditions. Walking towards distant temples, circumnavigating trees or holy fires have been ways in which outdoor activities have been encouraged and promoted.

Advanced outdoor games such as baseball, football, hockey, cricket, etc., helps one to indulge into physical movement of the body. This movement keeps you fit and active. It also boosts your immunity and improves resilience as well as resistance.

It is advisable for both young and old to spend a minimum of 40 minutes daily indulging into any outdoor physical activity. Outdoor games also help one to imbibe values such as sportsmanship,

team spirit and celebrating victory and failure with enthusiasm.

Q. 7. Write an article in 100 – 120 words on the topic, 'Rising Prices'. You are Rahul/Renu. [CBSE, 2019]



Topper's Answers

3

### Rising Prices

— Renu

There's never a busier day in the market than the day when the shops decide to have a sale. crowds of people jostle and fight for a simple item which costs not more than ₹10 than its original price on sale. Unbeknownst to the shopper is a cruel plan of the businessman, the crime of overpricing. Hidden under layers and layers of advertising, assurances and enticing exhibits, the prices of simple, essential goods rise steadily. It is high time for us, the commoners, the consumers, to question the puppeteer and close down this play.

The rise in the prices of goods is apparent to all of us since the past few years. With MNCs (multi national corporations) receiving unhinged support of the government in the name of "development" and the spread of internet and home shopping, the steady increase in prices is going unchecked. Several reports on the media and individual enquiries show popular companies making profits of shocking magnitude, an unjustifiable 200% of profit or more. Fake prices are displayed and the so-called sales are also a farce. The profit margin of the company remains at all time highs. This act of deceit continues to go unchecked.

The impacts of rising prices are extensive. It is not just a loss of a few small notes from your pocket, it is robbery in broad daylight of the nation. The rich businessman and those influential profit from this senseless exploitation while the middle classes and the poor continue to grow poorer. This breaks the society and give power and influence to money-minded, corrupt people and slowly starts to push the rest of us down. This is no ordinary middle class problem. It has grown to become a threat to the very democracy that keeps the nation alive.

Such unethical practices must at once, come to a stop. It is time the real beneficiaries of the nation became the ones who worked for it. The only way to control the skyrocketing prices is to question, understand and become aware as consumers and it has to be done today.

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Q. 8. You have noticed that the number of vehicles is steadily increasing in your city. There are long traffic jams causing a lot of inconvenience to the road users. Write an article in 100–200 words on the topic, 'Problem of Traffic Jams in Metropolitan Cities.' Your are Renu/Rajan.

[CBSE OD, Set 1, 2019]

Ans. **Problem of Traffic Jams in Metropolitan Cities**

By Renu/Rajan

The country's automobile industry has been growing rapidly with the increase in per capita income, the consequence of which is excessive load on roads due to steadily increasing number of vehicles in the metropolitan cities. Traffic jams occur when vehicles in large numbers come to a standstill for any reason for a certain period of time. There is not a single day when the roads in the metro cities are without chaos. Another reason for the traffic congestion is the overgrowing population as well as the increase in the number of private, public and commercial vehicles. It occurs mostly during peak hours when people commute to or fro from their workplaces and hence, they face inconvenience. It is an absolute wastage of their productive time. Distances have also increased in a way. Where it used to take only few minutes to cover certain distances earlier, now takes hours to cover the same. People get stranded in their vehicles for hours and get late for their offices, business meetings or any other appointments. Heavy traffic creates problems not only for the vehicle drivers but also for pedestrians. Pedestrians find it difficult to walk on the sideways meant for them. Traffic congestion has become a menace for the injured or seriously ill patients who sometimes die on their way due to traffic jams. There are also chances of road mishaps as vehicles move in close proximity to each other.

It is therefore, necessary to start an awareness campaign to lighten the burden on roads and to take various measures to control traffic jams in metro cities.

Q. 9. You came across an advertisement advising motorists not to play loud music while driving as it may distract them. Write an article in 100–120 words for a local newspaper advising people to refrain from playing loud music while driving near hospitals, schools, etc. You are Tarun/Tanvi.

[CBSE OD, Set 2, 2019]

Ans. **Avoid Playing Loud Music While Driving**

By Tarun/Tanvi

While reading the newspaper, I came across an advertisement advising the motorists not to play loud music while driving. This advertisement caught my attention and I felt that the need of the hour is to spread awareness amongst the people against it. Nowadays, listening to loud music while driving has become fashionable among people, especially youngsters, but they don't know the harmful consequences of it. For their own entertainment, these people turn deaf ear to others' problems. It not only affects the public and residents of the colony but the patients and children too. Loud music has become a constant source of nuisance. When loud music is being played near hospitals, patients lose their peaceful sleep and they become restless. The high volume of the music has disrupted everyone's tranquility. Students fail to concentrate upon their studies and during examinations, they face great difficulty due to it. Moreover, there are cases of deafness, insomnia, palpitation of heart, mental fatigue, etc. and among the sufferers are majorly small babies and old people. The problem further adds to the fact that noise control laws are neither followed properly nor implemented completely.

So I think that law alone is not sufficient until and unless we all take oath to make the city noise-free by educating the people about its ill effects. Everyone who plays loud music while driving, should refrain from doing so.



**Q. 10.** You are very impressed by the idea of 'Each one, Teach one and you want to participate in the campaign actively. Write an article in 100–120 words to be published in your school magazine on the topic, "The Role of Students in Achieving 100% Literacy." You are Mohan/Mohini.

[CBSE OD, Set 3, 2019]

**Ans.**           **The Role of the Students in  
Achieving 100% Literacy**  
By Mohan/Mohini

Youth plays a vital role in the development of any country and one cannot deny their importance in the upliftment of a nation. India is a land of villages and most of its population is illiterate. In many villages, there are no schools or teaching facilities. Thus, villagers don't get any opportunity to learn. Poverty and ignorance have deprived them from becoming literate. They don't even know how to write their name or recognise the alphabets. The villagers are bound by the superstitions and it is necessary to remove these beliefs from their minds. Therefore, it becomes the duty of the youth to render their services to them by teaching them. They can give their valuable advice and guidance to educate them. The government has also started a campaign 'Each one, Teach One' to facilitate the learning programme for the illiterates. So anyone who wants to participate in this campaign can get their names enrolled. I think it is a very good initiative by the government. The students are the only ones who can change the mindset of the illiterates and transform them. They can easily teach them using innovative techniques which would help them in many things such as their farming process. The students could make groups among themselves and start teaching the illiterate people in their respective areas. With the increase in the population, the responsibilities of students have also increased. Their role in teaching people is now full of challenges and they can possibly achieve 100% literacy in the country by making revolutionary changes.

**Q. 11.** You are Ravi / Raveena, Sports Secretary of your school. Write an article in 100–120 words on the topic, 'Importance of Outdoor Games in the life of a teenager.' [CBSE Delhi, Set 1, 2019]

**Ans.**           **Importance of Outdoor Games  
in the Life of a Teenager**  
By Ravi/Raveena, Sports Secretary

In this age, when teenagers are suffering from obesity, outdoor activities form an important part of their life. These outdoor activities have long-term benefits on their health. Adequate outdoor activity increases health and physical development by improving sensory development, reducing obesity and stimulating blood cells.

These outdoor games can ward off health problems. These also inculcate in them the fighting spirit and team spirit and hence, the teenagers learn the importance of setting goals, pursuing them and achieving them. This boosts their self-esteem and their social behaviour improves. They learn to adjust with others and work in team. They also learn to make strategy to win. Self talk, positive thinking and visualisation help them stay above the pressures of the game and make them win.

Outdoor games also give a sense of freedom. Teenagers feel that they can do and achieve anything in life. In this age, where children are so tech-savvy, it might be challenging for parents to push them for outdoor games but these games help them in the overall development of their personality.

**Q. 12.** More and more people are used to carrying mobile phones to their workplace. However, the use of mobile phones can be dangerous at certain times and places. Write an article on the topic. 'Mobile Phone Manners.' Take hints from the information that follows:

- The Government on Thursday banned the use of cellular phones at petrol pumps as they could ignite the flammable vapours present in the air.

- Don't use mobiles
- While driving
- Inside an aircraft
- When in an ICU
- If you are near a heart patient or someone who has pacemaker

[CBSE Delhi, Set 2, 2019]

Ans. **Mobile Phone Manners**  
 By XYZ

Telecom industry has brought the world closer. Using mobile phones is as natural and common as eating food these days. In today's world, everyone can be seen using a mobile phone whether he is from the upper strata of society or a poor man. Surely, it has made things easy and smooth. But excess of everything takes a price. One needs to be careful about when mobile phone should not be used.

It is very risky and dangerous to use phones at petrol pumps as using them could ignite the flammable vapours present in the air and could cause disaster. That is the reason why the government has banned the use of phones at petrol pumps.

It should not be used while driving as it diverts the attention of the driver, leading to accidents.

It disturbs the patients in the hospital and its use is harmful if one is near a heart patient or someone who has a pacemaker. Its electromagnetic energy emission weakens cell membranes and alters the handling of calcium in cells.

It also levies a heavy fine on those who use mobile phones while driving. In aircrafts too, instructions are given to switch off the mobile phones. So, mobile phone users should know mobile manners.

Take control of your phone. Don't let it control you!

**Q. 13. Good health plays an important role in the life of a student. Student should not neglect their health. Good health is essential for a good performance in studies as well.**

Write an article on the topic, 'How can students keep fit and healthy?' You are Arun/Anita, 1489, Hem Kunt Apartments, Delhi. (100–12 words).

[CBSE Delhi, Set 3, 2019]

Ans. **'How Can Students Keep Fit and Healthy?'**  
 By Arun/Anita

Being healthy and fit in simple terms means taking good care of the body. We should remember that a healthy mind resides only in a healthy body. Good health of both mind and body helps one maintain the required energy level to achieve success in life.

It is essential for students to be fit and healthy because only then they can concentrate and perform well in studies. For this, it is necessary that they protect their bodies from the intake of harmful substances. Doing regular exercise, taking proper food and sleep are the defining factors for a healthy lifestyle. Being fit will keep them away from being lethargic, restless or tired.

A healthy student can focus not only on studies but also on other co-curricular activities. It will bring him mental stability too.

A healthy diet comprising of a balance of proteins, carbs and vitamins will help in maintaining fitness and enhancing immunity level. So each student should keep health on a priority. Being happy is also directly related to boosting your mental strength and health. So happiness is also a part of a healthy lifestyle.

**Q. 14. You are Pratibha/Rahul of Class X. Write an article in 100–120 words on 'Ill effects on students of too much of television'. You can use the following clues:**

- Increasing addiction
- A great variety of programmes
- Easy availability
- Neglect of studies
- Drop in academic performance
- Result — poor physical and mental health

[CBSE, 2018]



Topper's Answers

Television - A boon or a bane.  
 By Prabhita Prabhita

Watching television is the major leisure time activity of most of the elite students these days. Gone are those days <sup>during</sup> which students played in the mud or experienced the first shower of monsoon for stress-relief.

Television is definitely a bane for today's world. The students are so addicted to the shows on the television that they become unaware of their surroundings at times. The shows provided in it can cause a good or a menacing influence on the students. They often lose their interest in ~~ed~~ education or they become really distracted during the days before their examinations due to the curiosity to watch the next episode of their favorite T.V show. This results in the major drop of grades which in turn can cause <sup>harm</sup> ~~harm~~ to their future. It affects the student's mental health in variety of ways. ~~It~~ This habit tends to make ~~them~~ them lethargic and inactive which can lead to obesity and a generation of inactive citizens for the country.

Hence, parents should monitor the amount of time wasted by the children on, in watching television, for the betterment of their future.

**Ans. III Effects of Too Much Television**

By Rahul/Pratibha, Class X

Most children nowadays, watch television as part of their leisure time. Two of the major reasons are that there is a great variety of television programs and the ease of availability. If children do not get to watch their programs on television, they will use their parents' phone to watch the programs online. Researchers have found that watching television for young children has both its own share of advantages and disadvantages. Watching TV for children is an enjoyable activity but it can have several ill effects

on their cognitive abilities, health, and their habits. Children who watch a lot of TV programs can suffer from the lack of concentration. When he or she watches a TV program, they get only a few minutes to concentrate and that too in between the advertisements. They also find it difficult to imagine because when they watch a television program, they only need to look and listen. A child who likes to watch television programs can be in front of it for many hours. Obesity is a fast-growing problem amongst children these days due to the lack of physical activity. Children become lazy to try out new activities as they do not want to miss their television

programs. They often prefer watching T.V. over doing their homework or learning their lessons, which eventually leads to a drop in the academic performance. Another bad effect is that they will be influenced by violence in some television programs as they have not yet developed their critical thinking skill to differentiate between good and bad. Anything in excess is harmful to a person. Thus, watching excessive television can lead to poor physical and mental health.

**Q. 15. Write an article in 100 – 120 words on the topic 'A library is good for all — the old and young'. You are P.V. Prabhu/Prabha. Use the following clues:**

- best place in the school
- reference books, help books, newspapers, etc.
- don't have to buy expensive ones
- books to relax — novels, plays, etc.
- books — treasure of knowledge
- spend leisure hours

[CBSE OD, Set 1, 2017]

**Ans. A Library is Good For All**  
 By P.V. Prabhu/Prabha

Library is the best place in the school. It is a place where books are kept, issued and collected. It is a treasure of knowledge. A public library, besides being a library, has a reading room and a hall for meetings or other activities.

It is a place where books on any subject or any topic are available so people don't have to buy expensive ones when they want to do a research or so. There sits infinite knowledge in the library as there are books written by the most experienced minds.

The purpose of a library is to create love for books and reading habits among the people. Books are the best and the most faithful friends that a reader could have. Thus, library is a very useful place where people can spend their leisure time constructively. It relaxes people and also enriches their knowledge. Thus, library provides a platform for reading which is the only enjoyment that lasts while all other pleasures fade away.

**Q. 16. Write an article in 100–150 words on 'Importance of Morning Walk.' Your are**

**Amit/Anita. Use the following clues:**

- makes you rise early
- fresh air
- blood rushes through your body
- energy for the day
- hungry for breakfast
- good for studies
- all day active

[CBSE Delhi, Set 1, 2017]

**Ans. Importance of Morning Walk**  
 By Amit/Anita

Walking has its own delights. One gets optimum benefits from walking. 'Sound mind in a sound body' is the saying that stresses the need of remaining healthy. Walking has its own contribution to make a person healthy. It is the easiest, the cheapest and the best way to remain fit and healthy. It has many benefits. It is a panacea for our survival. While taking a walk, we get pure and clean air that provides life to our lungs and rejuvenates power in our mind. A walk in the morning helps in regulating our blood circulation and regenerates our lost energy. Most of the ailments in our body subside, stress reduces and we become tension free. It regulates our appetite and smoothens our digestive system. The chirping of the birds, calm atmosphere, greenery and blooming flowers add charm and life to our survival. Nature uplifts our mood. Being in nature is like a communication with God. We should enjoy and avail this very gift of God provided to human beings and make full use of our legs to keep ourselves fit. It gives a headstart of the day.

**Q. 17. Write an article in 100–120 words on 'The International Day of Yoga' describing how the Yoga events were organised all over the world and the impact it has created on people.**

[CBSE, Term 1, 2016]

**Ans. The International Day of Yoga**  
 By XYZ

21 June 20XX was celebrated as The International Day of Yoga. People all over the world celebrated the Yoga Day. In India, various programmes of yoga were organised in all the states and

offices. In Delhi, the four yoga geniuses including Ram Devji displayed various *asanas* which were followed by around 40,000 volunteers. The four gurus were present at Rajpath to exhibit *asanas* which were projected through 28 big screens. About 80–100 foreigners from around 50 countries were also present in the function. A 1400 meter stretch on Rajpath had about 40,000 yoga mats laid out for the participants, many of whom were government officers and staff.

Each of the officer was given a bag which contained a white T-shirt, a booklet, a DVD and an entry pass. The yoga got worldwide endorsement as a preventive health care measure.

The Prime Minister himself was there to perform yoga on the stage. The international acclaim of our *yoga asanas* would certainly help us lead a peaceful and healthy life.

**Q. 18. Write an article in 100–120 words on 'Use of Technology in Education' for your school magazine. You are Ram/Rama.**

[CBSE OD, Term 2, Set 1, 2016]

**Ans. Use of Technology in Education**

By Rama/Ram

Technology is basically the use of automation to add a cushion of comfort to the life of the common man. The use of technology is seen today in many arenas, from banking to shipping and to education. The effective use of technology has changed the shape of education and has created an abundance of opportunities. Various educational technologies has benefitted both students as well as teachers. Teachers have learned to blend technology with manual learning and this has managed to grab the attention of students. Internet technology has broken the barriers of distance, teachers can now reach students across borders. The use of technology in education works by saving a lot of time while supplementing the lessons taught by the teacher. It gives rise to a friendly environment as everyone is updated and aware about the other's doings. Advancement in educational technology has shown positive results. Digital

learning tools have helped increase the learner's engagement and motivation towards learning. But despite all the advancement in educational technology, the truth does remain that no one can replace an inspiring teacher.

**Q. 19. Write an article in 100–120 words on "Importance of Good Health" You are Ram/Rama.**

[CBSE OD, Term 2, Set 2, 2016]

**Ans. Importance of Good Health**

By Ram/Rama

Health is a very important aspect in everyone's life. Nothing is more important than health and fitness for any human being. Healthy and fit people enjoy their life happily and peacefully. An unhealthy person cannot enjoy life to the fullest. He/she cannot enjoy eating, watching sports, or other luxuries of the life. There is a famous saying 'health is wealth'. In order to maintain good health, we need to take care of the hygiene and sanitation all around us. We should eat healthy and complete meals on timely basis. We need to remember at all times that a healthy child develops into a healthy adult.

We should eat green and fresh vegetables, milk, fresh fruits, eggs, etc. Our body needs sufficient amounts of proteins, minerals and vitamins on a daily basis to be fit and healthy. Along with healthy food and physical activities, we need to maintain cleanliness in our home and surrounding areas including our personal cleanliness. The maintenance of physical and mental health is very important for a person who wants to be successful. It is rightfully said by Buddha about health and fitness that, "To keep the body in good health is a duty, otherwise we shall not be able to keep our mind strong and clear".

**Q. 20. According to a recent survey, school students are the worst victims of malnutrition. This leads to poor performance in their studies. Write an article in 100–120 words for your school magazine appealing to students to avoid junk food as far as possible and adhere to a healthy diet of fruits and green vegetables. You are Vaibhavi / Vaibhav of New Delhi.**

[CBSE OD, Term 2, Set 3, 2016]

Ans. **Health is Real Wealth**

By XYZ

We all are aware and have heard that our parents have laid so much importance on the kind of food we eat. Whether our parents or theirs, the story of food has been same in every era. Maybe if we had some concrete evidence on how our ancestors dealt with this problem of eating right, then the story would have been just the same as today. We even know that if we eat right now then later, we will always be healthy. The food pyramid that we have seen and some of us may have been taught in school, also keeps carbohydrates and fats on the top of the pyramid. That is in the least quantity zone. Whereas, raw fruits and salads form the base. These are the things our mother nature provides us and in their natural form is how they should be consumed, without killing the vitamins and minerals they are loaded with. Even milk and meat come in the second tier.

Taking the food pyramid as our guide, where do puris, pizzas, burgers, sweets, cakes, ice-creams and chocolates fall? Not even on the top, as they are not a part of the food pyramid. That is why we put such food in an entirely different category. We call them JUNK FOOD! All such type of food that is laden with sugar, oil, butter and excessive salt damage our system on the whole. Though the effects may not be immediate, but they make our lives tough. This kind of food makes us lethargic, sluggish, and fat. We need to be aware of this. Why do you see so many advertisements backing upon you to come and eat, they gives schemes and offers, they allure you, entice you and tempt you to come and eat? This is all because they want you to eat food that is enticing to watch but unhealthy to eat. So the onus lies on us — shall we get entrapped or take our own decision to eat healthy and stay fit and strong. Choose wisely, after all it is one life that you have got. Eat to live or live to eat! The decision is yours.

Q. 21. "A man's manners are a mirror in which he shows his portrait." This quote highlights the importance of good manners in life. Write an article for your

school magazine on "Good Manners". You may use the following hints with your own ideas.

**Hints: First step to success — need for good manners — make life easy with politeness — create goodwill — use words like thank you, please, sorry — important words — well mannered people liked by all.**

[CBSE Delhi, Term 2, Set 1, 2016]

Ans.

**Good Manners**

By XYZ

Good manners are basic etiquettes that need to be imbibed by all as a man's manners are a mirror in which he shows his portrait. Practicing good manners makes a person desirable at home by their family members and in society. If a man or woman from any background or any financial condition has good manners, they are always accepted and appreciated by everyone.

Good manners can be one of the reasons for success in a person's academic or professional career. The reason behind this rationale is that good manners helps a person imbibe the positive attributes of time management and punctuality, which goes a long way in moulding one's personality. People are always attracted to an individual with a good heart and good manners. 'Thank You', 'Sorry' and 'Please' are the three magical words, which form the pillars of good manners. If someone offers you something or some kind of favor or praises you, then you should say 'Thank You'. If you want to ask or want any kind of favor from others then before starting your sentence you should say 'Please'. If you hurt someone whether it is intentional or by mistake, you should say 'Sorry'. A well-mannered person attracts more goodwill than an ill-mannered one. By being polite, humble and kind, you will always makes a place in everyone's heart.

Q. 22. A civilised and well groomed personality has a positive impact on others. Write an article in 100–120 words for your school magazine on the importance of education in personality development. You are Miki/Manish.

[CBSE Delhi, Term 2, Set 2, 2016]

**Ans. Importance of Education In  
Personality Development**

By Miki/Manish

Many people still think that personality is related to the physical appearance of a person. If a person is well-built and wearing a good dress, it is said, that he/she has a good personality. But this is not a rational approach. As a person's true personality can be noticed through the way he communicates with others.

The purpose of education is to develop knowledge, skills and shape the character of a person. Education does not only provide knowledge and skills but also imparts values, and helps cultivate the right attitude and habits. It is necessary for physical, mental and social development. It helps in honing one's character through discipline. The aim of education is to inspire and motivate an individual to think, evaluate and act.

Through co-curricular activities, one can pick up necessary skills and values. Good manners that are a part of education can also be honed and aid a person in becoming a responsible and productive person. Education helps to improve the capability and the personality of an individual.

**Q. 23. Write an article in 100–120 words on the topic, 'Importance of clean surroundings in your locality'. You are Ram/Rama.**

[CBSE Delhi, Term 2, Set 3, 2016]

**Ans. Importance of Clean  
Surroundings in Your Locality**

By Ram/Rama

Throughout our childhood, we have been learning that 'Cleanliness is next to godli-

ness'. Cleanliness is one of the most important habit for human being in order to live a healthy and happy life. It is a best quality everyone needs to have or develop with time. Following cleanliness helps us in keeping our body and mind very energetic, active, fresh and healthy. It keeps us away from the diseases which is the most important thing. Even the government through its 'Clean India mission' tries to present a clean and green country.

We know that every household generates waste or garbage, we can do our bit by throwing waste or garbage only in trash bins. Throwing garbage all over the place will only make our surroundings dirty and pollute the environment. Controlling the use of plastic bags will also help to keep our surroundings clean. One should use recycled and eco-friendly products such as paper or jute bags instead of plastic bags.

Throwing of plastic bags by the roadside only makes our surroundings dirty and unhygienic. Plastic bags are not biodegradable. They also clog the drains and cause water logging. Do not litter on the road or in your neighbourhood. Littering causes land, air and water pollution. Try planting trees and plants that will beautify our surroundings as well as keep us healthy. Greener surroundings look beautiful and also reduce pollution to keep us fit and healthy. Soiling our surroundings will only cause harm to us. So, keep the surroundings clean and live a healthy life. This will result in a pollution free and safe environment.