

International Indian School Buraidah

Worksheet for the academic year 2026-27

Class : XII

Subject: English

Letter is a form of written communication. Letters are of two types: formal and informal. Formal letters include business letters, letter of complaints, letter to government officials, etc. Informal letters include letters to friends, relatives, acquaintances, etc.

Formal letters — These are:

***Business or official letters** (for making enquiries, registering complaints, asking for and giving information, placing orders and sending replies).

***Letters to the Editor** (giving suggestions on an issue).

***Application for job.**

Format:

- * Sender's Address
- * Date
- * Receiver's Address
- * Salutation
- * Opening Paragraph
- * Main Body
- * Conclusion
- * Sincerely/Faithfully

SOLVED :

1. Write a **letter to the Editor** of a magazine Expressions, New Delhi on the deterioration in the standard of living in your city. Give suggestions for improvement. Sign yourself as PMR.
15A Model Town Delhi

April 5, 20XX

The Editor
Kasturba Gandhi Marg New Delhi-
110001

Sub: Deteriorating standard of living in the capital city. Dear Sir

Through the columns of your reputed magazine, I wish to express my views on the deteriorating standard of living in the capital city of Delhi.

What does the standard of living actually mean? Does it mean possessing expensive goods of comfort and beauty, living posh bungalows or, the overall decent and peaceful living conditions including health and hygiene, pollution-free environment, and above all, a value-based society.

Considering all these, the living conditions in Delhi are really appalling. Dumps of garbage, heavy traffic congestion on the roads, growing atmospheric pollution, high levels of noise pollution, overcrowding at public places, etc., throw ample light on the deterioration in the people's standard of living. Our lungs are hungry for fresh air and green belts. The large number of immigrants, from other states to Delhi, put tremendous pressure on the resources of the city. The housing problem is growing rapidly with lack of civic amenities

The life is so busy that there is little interaction among neighbours. Hurry and worry is what best describes the life in the capital city. With growing consumerism and rising prices, the disparity between rich and poor is increasing day by day. Something judicious needs to be done to remedy this situation. More green belts and 'silence zones' should be created. The unrestricted inflow of people to Delhi should also be checked. Only then the standard of living can be improved.

Yours truly

PMR

SOLVE:

1. You are Aman/Aditi studying in Bharat School, Lucknow. The road leading to your school is very congested and full of potholes. Students and parents are often caught in a traffic jam. In spite of several representations, the government has not done anything to improve the condition of the road. Write a letter to the Editor of The Times of India, drawing the attention of the government to this problem.

2. Pramod Suri, a resident of 245, Tilak Nagar, Delhi reads an advertisement for young school boys /girls to market the products of a renowned company in Delhi. He decides to apply for the same. Write Pramod's application to the Personnel Manager, Harrison and Simpson Ltd. 237, Nehru Place, New Delhi.

3. You are Rohan Khanna of 149 Circular Road, Panipat. Write an application to the Manager, D.A.V. Senior Secondary School, Panipat in response to an advertisement for the post of a music teacher in that school.

Job Application for the Post of Computer Operator

**22 Shastri Nagar
Jaipur – 302016**

30 May 2026

The HR Manager
XYZ Solutions Pvt. Ltd.
Jaipur

Subject: Application for the post of Computer Operator

Sir/Madam,

In response to your advertisement in the newspaper inviting applications for the post of Computer Operator, I wish to submit my application for the same.

I have recently passed Class XII with excellent academic performance and possess good computer skills, including proficiency in MS Office, data entry, and internet applications. I am hardworking, sincere, and capable of working efficiently under pressure.

I am confident that my skills and enthusiasm will enable me to contribute positively to your organization. My resume is enclosed for your consideration.

I look forward to an opportunity to discuss my candidature in person.

Thanking you.

Yours sincerely,

Aman Verma

Resume

Personal Details

Name: Aman Verma
Address: 22 Shastri Nagar, Jaipur – 302016
Mobile: 9876543211
Email: amanverma@email.com
Date of Birth: 10 January 2008

Career Objective

To secure a position where I can apply my computer skills and gain valuable professional experience while contributing to organizational success.

Educational Qualifications

Examination	Board	Year	Percentage
Class XII	CBSE	2026	91%
Class X	CBSE	2024	89%

Technical Skills

- MS Word, Excel, and PowerPoint
- Internet and Email Handling
- Data Entry
- Basic Programming Knowledge

Achievements

- Certificate in Computer Applications
- School IT Club Member

Strengths

- Quick learner
- Good communication skills
- Team player
- Responsible and disciplined

Hobbies

- Coding
- Reading technology magazines
- Playing badminton

Languages Known

- English
- Hindi

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge.

Date: 30 May 2026
Place: Jaipur

Signature

Aman Verma