

Letter to the Editor Practice Test (with Model Answers)

Q1. The roads in your locality have developed big potholes after the rains and have not been repaired. Despite several complaint letters to the civic authorities, the problem is still unresolved. Write a letter to the editor of a local daily, in about 120 words, expressing your concern at the situation and suggesting measures to resolve the problem and drawing attention of the concerned authorities. You are Maasumi / Mausani of 17, Crown Apartments, Harsh Vihar, Akash Nagar.

Q2. As a resident of B/66 Mall Road, Guwahati, and a parent of a Grade X student, you are deeply concerned about the declining writing habits among students in today's digital age. This trend significantly impacts their academic performance.

Writing skills require consistent practice, but increased dependence on internet resources has adversely affected children's ability to express themselves effectively through writing.

Write a letter in 100-120 words to the editor of 'The Geo Youth Times' expressing your concern about this issue. Also, suggest measures to emphasize the importance of reading and writing skills in schools. You are Vidhi/Vaibhav.

Q3. You are Mahima/Manoj, a resident of B/20, Shastri Road, Mumbai and a volunteer with 'Clean India'. As a concerned citizen, you have noticed that Marine Lines has become heavily polluted with plastic and garbage.

Write a letter to the editor of a prominent newspaper to raise awareness about this issue. In your letter, explain how environmental damage can be reduced through the help of NGO's, individuals and government organisations.

Q4. Your school organized a week-long campaign to create awareness of the plight of senior citizens in old age homes and ways of volunteering to bring smiles to their faces. This effort by the students was greatly appreciated. You decide to write a letter to the editor of a local daily to create awareness amongst people all over the city. You are Deepika/Deepak, Raja Vas School, Tri Bagh. You may combine your ideas with the cues given below.

Help the Senior Citizens

Make Them Smile

- panel discussion on 'How to help the elderly'-
- visit to old age homes

- distribution of hampers
- cultural programmes
- pledge to volunteer one hour a week

Model Answers

Q1.

17

Crown Apartments

Harsh Vihar

Akash Nagar.

12 September 2025

The Editor

India Times

Akash Nagar

Subject: Unrepaired potholes after rains.

Sir/Madam

I, Maasumi, a resident of Akash Nagar, would like to draw your attention to the problem of potholes on roads which have not been repaired despite repeated reminders to the civic authorities. This is causing a number of accidents which are rising day by day.

These potholes have become a cause of road accidents and pose a serious threat to two-wheelers. Some of the potholes are so abrupt and some are so huge that the bikers fail to maintain balance and trip. The problem gets worse during night time. Many fatal cases have also been reported. Since the monsoons ended, we have sent repeated reminders to the concerned authorities but they have fallen on deaf ears.

I request you to highlight the issue through your newspaper so that the authorities take action.

Thanking you

Yours sincerely

Maasumi.

Q2.

Ans.

B/66 Mall Road

Guwahati

20 April 2025

The Editor

The Geo Youth Times

Guwahati

Subject: Concern about the declining writing habits among students.

Sir/Madam

I, Vaibhav, a resident of Guwahati, am a parent of a Grade X student. I would like to bring your attention to the declining writing habits among students in today's digital age. This is a cause of concern because it has adversely affected children's ability to express themselves effectively through writing.

Today the children are increasingly dependant on internet resources. This trend has significantly impacted their academic performance. According to the latest data, a mere 10 percent students do written practice which has caused a decline in their writing abilities.

I would like to request you to highlight the importance of written practice, through the prestigious columns of your publication. This will motivate the young minds to shift from online resources and start writing.

Thanking you

Yours sincerely

Vaibhav.

Q3.

Ans.

B/20

Shastri Road

Mumbai

15 June 2025

The Editor
India Times
Mumbai

Subject: Heavy pollution in Marine Lines with plastic and garbage.

Sir/Madam

I, Manoj, a resident of Shastri Road, am a concerned citizen and a volunteer with 'Clean India'. I would like to bring your attention to the heavy pollution in Marine Lines with plastic and garbage. This is a cause of concern because it will lead to environmental degradation.

There is a lack of proper waste disposal areas and dustbins in the area which compels the residents to litter roads. Also, the civic authorities have turned a deaf ear to repeated complaints registered by the residents. This is an open invitation to outbreak of epidemics.

I would like to request you to highlight the concern through the prestigious columns of your publication. This will sensitize the residents and municipal authorities and help in ensuring a clean city.

Thanking you
Yours sincerely
Manoj.

Q4.

Raja Vas School

Tri Bagh

14 January 2025

The Editor
Tri Bagh Times
Tribagh

Subject: Plight of senior citizens in old age homes

Sir/Madam

I, Deepika am a student of Raja Vas school. Recently, our school organised a week-long campaign to create awareness of the plight of senior citizens in old age homes and ways of volunteering to bring smiles to their faces.

The campaign - Help the Senior Citizens, Make Them Smile comprised of panel discussion to find ways to help senior citizens in old age homes. Students visited old age homes and distributed hampers and performed cultural programmes. The students have pledged to volunteer one hour a week for this purpose.

I request you to sensitize the general public through the columns of your newspaper.

Thanking you
Yours sincerely
Deepika.

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