

Paper - II - English

▶ Letter Writing

▶ Draft a Report

▶ Composition / Dialogue

▶ Précis

▶ Translate into English

1. (a) Write a letter to the Principal of your college requesting him for waiving the tuition fees during the pandemic period. Cite proper reasons for the prayer.

Letters — ① official only business      ② Personal. personal note + topic.

Date : \_\_\_\_\_

To.  
The Principal  
XYZ College.  
Address . . . . .

Subject : Request for waiver of tuition fees for the current academic year. (2023-24).

Respected Sir/Madam,

Self Intro.

I, Piyali Ghosh, student of 3rd Year BSc (Maths), would like to place a request before you for the waiver of my tuition fees for the ~~class~~ <sup>class</sup> . . . . .  
I come from a lower middle/poor family from Nadia. ~~My father has a small shop in our locality and that is the only source of livelihood for our entire family.~~ <sup>Our family comprises of 6 members. My father has a small shop which is the only source of livelihood for us.</sup>  
~~Up until before the start of the pandemic the earnings from the shop was just~~

~~in our locality and that is my source of income. Up until before the start of the pandemic the earnings from the shop was just enough to meet our daily financial needs. Due to the pandemic we suffered heavy losses since the shop was closed for several months. This has put tremendous financial <sup>stress</sup> ~~burden~~ on our family.~~

~~In <sup>these</sup> ~~the~~ circumstances it has become very difficult for my father to continue the education of his three children. Being the eldest ~~amongst~~ <sup>of</sup> the ~~force~~ of us, I carry the responsibility of shouldering the financial health of my family. In order to carry out this responsibility, I need a year more to complete my graduation and take up a job. Therefore, I would request you to kindly waive my tuition fees for the current academic year, else I would be left with no other choice other than discontinuing my education.~~

I can furnish all ~~the~~ necessary documents/proofs to substantiate my request. I would be <sup>ever</sup> grateful to you if you <sup>could</sup> kindly consider my request on humanitarian grounds and oblige.

Thanking you,

Yours faithfully.

Poojati Chohli  
Student of BSc 3<sup>rd</sup> Yr.  
(988.....)

(b) Write a letter to the editor of an esteemed daily (protesting against corporeal punishment in educational institutions.)

↓  
physical.

I am an avid reader of your popular daily.

I would like to bring to your notice a very pertinent issue concerning our educational institutions. Every day we come to hear of instances of corporeal punishment meted out to young children in various reputed institutions in our city. Such instances very often have damaging/detrimental effects on the children.