

**ICSE ENGLISH LANGUAGE – 2019 ONWARDS**

**SPECIMEN FOR LETTER WRITING**

**Question 2 (a)**

Imagine that you are in a boarding school and have performed poorly in your terminal examination. Write a letter to your mother, explaining the reasons for your poor performance, and tell her how you plan to do better in the forthcoming examinations. [10]

**Answer Sample 1:**

Jingle Bells Residential School  
Igatpuri – 422 402

10<sup>th</sup> October, 2018

My dear Mummy / Mother,

I know that you are very disappointed with my half yearly report that you must have received last week. I am truly sorry for a poor performance and I am feeling very depressed at having let you down so badly. I do not want to make excuses, but this last term I have been in and out of the infirmary several times. I had a bad attack of malaria and was unable to attend classes for about a week. Barely had I got over this when I broke out in a rash because of the medication and I had to go back into the infirmary. As result of this I missed many classes and I scored very poorly in three subjects.

I have now picked up health and have requested my teachers to give me some extra assignments. I also plan to do group study with some of the other boarders of my class.

I am sure that this will help me to catch up with my studies and I promise you I will score much better marks in the next unit tests.

Please do not be worried about my health, I am much better. I look forward to meeting you during the mid-term break.

Yours lovingly, / Yours affectionately, / Your loving son,

Sanjiv

**Question 2 (a)**  
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**Question 2 (b)**

Write a letter to the Police Commissioner of your city drawing his / her attention to the menace of hawkers outside your school. Tell him / her what dangers they pose and offer solutions for their rehabilitation. [10]

**Answer Sample 1:**

Flat 236, Block C,  
Hill Crest View Apartments,  
Salem Street,  
Coonoor-26.

23<sup>rd</sup> February, 2018.

The Police Commissioner,  
Police Commissioner's Office,  
6, Cavalry Road,  
Coonoor-3

Dear Sir,

I write to draw your attention to the menace of hawkers outside St. Paul's School in Nehru Nagar of our town. I am the Secretary, Swach Bharat Club, St. Paul's School.

The hawkers sell open food and cheap toys. A number of our school students cluster around them and the lane in front of our school is blocked, dirty and congested.

I would request you to look into this problem and have the hawkers move into the field behind our school. This would ensure that they are not deprived of their livelihood and the area in front of our school is kept clean and congestion free.

The hawkers must also be warned about the importance of necessary hygiene and the sale of clean food. This will ensure that students do not fall sick after eating food sold by the hawkers.

I trust that you will consider my suggestion and take the necessary steps as outlined in my letter to you to deal with the menace of hawkers outside the school.

Thanking you,

Yours faithfully, / Yours truly,  
Santosh Haldar

**Question 2 (b)**

**Answer Sample 2:**

[10]

Flat 236, Block C  
Hill Crest View Apartments,  
Salem Street,  
Coonoor-26.

23<sup>rd</sup> February, 2018.

The Police Commissioner,  
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Yours truly, / Yours faithfully  
Santosh Halder