



**INDIAN SCHOOL AL WADI AL KABIR**  
**DEPARTMENT OF ENGLISH [2021– 2022]**

**TOPIC: AURAL COMPREHENSION**

**WORKSHEET-1**

**RESOURCE PERSON: Ms. Farah**

**NAME: \_\_\_\_\_ CLASS: V SEC: \_\_\_\_ DATE: \_\_\_\_\_**

Q1. She is having a party for \_\_\_\_\_

- a. her family.
- b. her very good friends.
- c. everybody at work.

Q2. The party is at \_\_\_\_\_

- a) the swimming pool at her house.
- b) her cousin's house.
- c) work.

Q3. To get to the party, drive \_\_\_\_\_

- a) straight on Forest Road.
- b) right on Forest Road.
- c) left on Forest Road.

Q4. The motorway exit you need is \_\_\_\_\_

- a) 3A.
- b) 13A.
- c) 30A

Q5. The house is the first big house \_\_\_\_\_

- a) on the right.
- b) on the left.
- c) down at the end of the road.

Q6. If you go by public transport, take \_\_\_\_\_

- a) bus 18 to Brownsville.
- b) bus 80 to Forest Road.
- c) bus 80 to Brownsville.

Q7. The woman received the birthday card \_\_\_\_\_

- a) this morning.
- b) last night.
- c) yesterday morning.

Q8. If you take a bus \_\_\_\_\_

- a) you can walk from the town to the house.
- b) somebody will drive you from the town to the house.
- c) there is a bus stop outside the house.



# INDIAN SCHOOL AL WADI AL KABIR

DEPARTMENT OF ENGLISH [2021 – 2022]

**TOPIC: FORMAL LETTER WRITING**

**HANDOUT**

**RESOURCE PERSON: Ms. Farah**

**NAME:** \_\_\_\_\_ **CLASS: V SEC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**A formal letter is written for an official or a business purpose, such as a request, inquiry or complaint. It is written to the Principals of schools and colleges, authorities and officials of various organizations.**

The **Format of a Formal Letter** is as follows –

**1. Sender's address:** The address of the sender is written here.

**2. Date:** The date is written below the sender's address after leaving one line space.

**3. Receiver's address:** The address of the recipient of the letter (The Officer / Principal / Editor) is written here.

**4. Salutation** (Sir / Respected Sir / Madam)

**5. Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.

**6. Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows –

**Paragraph 1:** Introduce yourself and the purpose of writing the letter in brief.

**Paragraph 2:** Give a detail of the matter.

**Paragraph 3:** Conclude by mentioning what you expect. (For example, a solution to your problem, to highlight an issue in the newspaper, etc.)

**7. Complimentary Closing**

**8. Sender's name, signature and designation** (if any)



**INDIAN SCHOOL AL WADI AL KABIR**

**DEPARTMENT OF ENGLISH [2021 – 2022]**

**TOPIC: FORMAL LETTER WRITING**

**LANGUAGE NOTEBOOK WORK**

**RESOURCE PERSON: MS. FARAH DALAL**

**NAME: \_\_\_\_\_ CLASS: SEC: \_\_\_\_\_ DATE: \_\_\_\_\_**

**A formal letter is written for an official or a business purpose, such as a request, inquiry or complaint. It is written to the Principals of schools and colleges, authorities and officials of various organizations.**

Write a letter to your Class Teacher requesting him/her to grant you leave for a week as you have to travel to your hometown to attend your sister's marriage.



# INDIAN SCHOOL AL WADI AL KABIR

DEPARTMENT OF ENGLISH [2021 – 2022]

**TOPIC: FORMAL LETTER WRITING**

**LANGUAGE NOTEBOOK WORK**

**RESOURCE PERSON: MS. FARAH DALAL**

**NAME:** \_\_\_\_\_ **CLASS: V SEC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

You are Sanjeet of Flat no 5, Bldg. No. 73, Way No. 325, Al Wadi Al Kabir, Muscat. A number of cars are often parked in your private parking area which is blocking the residents' cars. Write a letter to your building owner, Al Habib & Co. complaining against this problem and requesting them to take necessary action.



# INDIAN SCHOOL AL WADI AL KABIR

DEPARTMENT OF ENGLISH [2021 – 2022]

**TOPIC: FORMAL LETTER WRITING**

**RESOURCE PERSON: MS. FARAH DALAL**

**NAME:** \_\_\_\_\_ **CLASS: V SEC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**You recently bought a refrigerator for your kitchen but it did not work. You phoned the shop but no action was taken. Write a letter to the shop manager.**

**In your letter**

- Describe the problem with the equipment
- Explain what happened when you phoned the shop
- Say what you would like the manager to do

Sector-22,  
Mumbai

20<sup>th</sup> February, 2021

Metro Electronic Shop  
Marine Lines  
Mumbai.

Respected Sir/Madam,

Subject- Complaint regarding faulty refrigerator.

I am writing to express my dissatisfaction with a fridge that I bought a week ago from your shop. After purchasing the Samsung RT7000K Top Freezer with Twin Cooling refrigerator from your shop, it was sent to my house two days later. When the fridge was delivered, the technician helped me to connect it properly, and apparently it was working well. But, after two weeks it made a loud noise during the night and completely stopped working from there on.

Next day I called your shop and explained the situation described above. I was told that a technician would be sent as soon as possible to check the fridge and attend to the problem. However, nobody has been sent so far and all that was five days ago.

I was checking my purchase warranty and according to the policies of your shop, I have the right of a full refund if the fridge fails during the first two months. Therefore, to resolve this problem I would appreciate to receive a full refund for my purchasing. Waiting for an affirmative response.

Yours faithfully,

Rony Gonsalves