Writing

Standard difficulty · 20 questions · 40 marks · Time: 53 minutes

Name: _____ Date: _____ Score: ____ / 40

Write full answers in Sections B and C. Answers are on the last page — try every question first!

Section A — Choose the correct answer — 8 × 1 = 8 marks

1. In a formal letter, what comes right after the sender's address?

(a) The date **(b)** The receiver's address
(c) The complimentary close **(d)** The salutation

2. How should a letter to a friend who has moved to another city end?

(a) Your loving friend **(b)** Yours faithfully
(c) Yours obediently **(d)** Yours truly, Sir

3. You need to thank your grandparents for a birthday gift. Which is the best format?

(a) Story **(b)** Diary entry
(c) Informal letter **(d)** Article

4. Which of these is NOT part of a diary entry?

(a) The receiver's address **(b)** Personal thoughts and feelings
(c) "Dear Diary" **(d)** An informal, personal tone

5. A formal letter to an official ends with:

(a) Yours faithfully **(b)** Cheers
(c) Your loving friend **(d)** Lots of love

6. You are Aman Nair, of 26, Shanti Vihar, Lucknow. Write a letter to the editor of a newspaper, about stray animals on the roads. Which is the best subject line?

(a) Danger from stray animals on city roads **(b)** Request for new sports equipment
(c) Broken streetlights in our area **(d)** Plastic waste choking our city

7. Which sentence is suitable for a formal letter?

(a) Please do something about it fast.
(b) Loads of kids are getting sick from the dirty water.
(c) Many children have fallen ill because of the contaminated water supply.
(d) Sorry, I can't come to school for a few days.

8. Assertion (A): A letter to the Station House Officer of your local police station should end with "Your loving friend".
Reason (R): A formal letter to an official or someone we do not know personally ends with "Yours faithfully".

(a) Both A and R are true, and R is the correct explanation of A.
(b) Both A and R are true, but R is not the correct explanation of A.
(c) A is true, but R is false.
(d) A is false, but R is true.

Section B — Short answer — 8 × 2 = 16 marks

9. You are Vikram Das of Class 10. Write an email to the school librarian: request to reserve a book. (Write a short email.)

10. You are Ananya Rao of Class 10. Write an email to the school counsellor: request for a meeting. (Write a short email.)

11. Write a suitable complimentary close for a letter to the Station House Officer of your local police station.

12. You are Ananya Khan, of 35, Nehru Marg, Indore. Write a letter to the Municipal Commissioner, about broken streetlights. Write only a suitable subject line.

13. Rewrite this sentence so that it suits a formal letter: “The bus is always late, which is so annoying.”

14. This notice has one important part missing. What is it?

GREEN VALLEY SCHOOL, NAGPUR
NOTICE
27 May 2026
Storytelling Contest
The Literary Club is organising a Storytelling Contest on Sunday, 7 June 2026 at 9:10 am in the school hall. Students of Classes 7 to 9 can take part. Interested students should give their names to the undersigned by 5 June 2026.
President, Literary Club

15. Put these parts of a formal letter in the right order: (p) the receiver's address; (q) the sender's name; (r) the complimentary close; (s) the salutation; (t) the subject.

16. You are Aman Singh of Class 10. Write an email to your sports teacher: change in practice timing. (Write a short email.)

Section C — Longer answers — 4 × 4 = 16 marks

17. You are Dev Gupta, of 119, Civil Lines, Dehradun. Write a letter to the editor of a newspaper, about plastic waste.

18. Write a short story that begins: “One rainy afternoon, a thunderstorm broke out while Riya's parents were away at the market.” Use these points in order: a thunderstorm broke out; Chintu hid under the table; Riya made shadow animals on the wall; the parents came home. Give your story a title.

19. Write a letter to your friend, Asha, telling her about how you spent your summer holidays. You are Zoya, of 41, Nehru Marg, Bhopal.

20. Write a diary entry about planting trees with your class. Say what happened and how you felt.

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Answer key

Writing · AW-10E-WRT-2026-V1 · For parents — fold back or tear off before handing the sheet to your child.

Q	Answer	Working
1	**(a) The date**	the sender's address → the date → the receiver's address → the subject → the salutation → the body of the letter → the complimentary close → the sender's name
2	**(a) Your loving friend**	informal letters end warmly, showing the relationship
3	**(c) Informal letter**	—
4	**(a) The receiver's address**	a diary entry has the day, date and time, "Dear Diary", personal thoughts and feelings, an informal, personal tone
5	**(a) Yours faithfully**	—
6	**(a) Danger from stray animals on city roads**	a subject line says briefly what the letter is about
7	**(c) Many children have fallen ill because of the contaminated water supply.**	a formal letter is polite and avoids casual words
8	**(d) A is false, but R is true.**	A is false: it is a formal letter, so it ends with "Yours faithfully". R is true.
9	**From: vikram.das@example.com To: library@greenvalleyschool.example Subject: Request to reserve a book Dear Sir/Madam, I would like to borrow "The Story of My Experiments with Truth" for my book review. It is out at the moment. Could you please reserve it for me when it is returned? Thank you. Regards, Vikram Das Class 10**	Check the email format: the receiver's email address, a subject line, a polite greeting, a short, clear body.
10	**From: ananya.rao@example.com To: counsellor@greenvalleyschool.example Subject: Request for a meeting Dear Sir/Madam, I have been feeling stressed about the coming exams. Could I please meet you this week to talk about how to plan my studies? Thank you. Regards, Ananya Rao Class 10**	Check the email format: the receiver's email address, a subject line, a polite greeting, a short, clear body.
11	**Yours faithfully**	formal letter

Q	Answer	Working
12	**Broken streetlights in Nehru Marg**	short, clear and about the main point
13	**The school bus often arrives late, which causes students great difficulty.**	Any polite, formal wording.
14	**The name of the writer**	a notice has the school name, NOTICE, the date, a heading, the details, and the writer's name and designation
15	**(p), (t), (s), (r), (q)**	the receiver's address → the subject → the salutation → the complimentary close → the sender's name
16	**From: aman.singh@example.com** **To: sports@greenvalleyschool.example** **Subject: Change in practice timing** **Dear Sir/Madam,** **I have a music class on Tuesday evenings this month. Could I please attend football practice on Wednesday instead of Tuesday until the end of the month?** **Thank you.** **Regards,** **Aman Singh** **Class 10**	Check the format first, then the content.
17	**119, Civil Lines** **Dehradun** **21 February 2027** **The Editor** **The Daily Times** **Dehradun** **Subject: Plastic waste choking our city** **Sir/Madam,** **Through the columns of your newspaper, I wish to express my concern about the plastic waste piling up in the markets and drains of Dehradun. It blocks drains, harms animals and spoils the beauty of our city.** **I request the authorities to enforce the ban on single-use plastic and to place more dustbins in public places. I shall be grateful for your prompt action.** **Thank you.** **Yours faithfully,** **Dev Gupta**	Check the formal letter format, then the content: clear ideas in order, correct grammar and spelling.
18	**Shadows in the Storm** **One rainy afternoon, a thunderstorm broke out while Riya's parents were away at the market. Riya's little brother, Chintu, hid under the table, trembling at every crash of thunder. Riya sat down beside him and switched on a torch. She made shadow animals on the wall and told him funny stories about a clumsy elephant. Soon Chintu was**	Check the story format, then the content: clear ideas in order, correct grammar and spelling.

Q	Answer	Working
	giggling instead of crying. By the time their parents returned, both children were fast asleep on the sofa. Their mother smiled and covered them with a blanket.	
19	**41, Nehru Marg** **Bhopal** **18 October 2027** **Dear Asha,** **I hope you are well. I am writing to tell you about how I spent my summer holidays.** **I spent most of my summer holidays at my grandparents' house in the hills. Every morning we went for long walks, and in the afternoons I read the books Dadaji gave me. I also learnt to cook simple dishes like poha and upma!** **Do write back and tell me your news. Give my regards to your family.** **Your loving friend,** **Zoya**	Check the informal letter format, then the content: clear ideas in order, correct grammar and spelling.
20	**Wednesday, 9 September 2026** **9:45 pm** **Dear Diary,** **Today our class planted twenty saplings near the school gate. We dug the pits, put in compost and watered each plant. I named my neem sapling "Hope". I feel I have done something good for the earth. I will look after Hope every day.** **Priya**	Check the diary entry format, then the content: clear ideas in order, correct grammar and spelling.