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 leave a note for your father that the plumber will come at 5 pm. Which is the best format?

(a) Formal letter **(b)** Notice **(c)** Message **(d)** Story

4. Which of these is NOT part of a notice?

(a) A salutation such as "Dear Students" **(b)** A heading
(c) The date **(d)** The name and designation of the writer

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. While Papa was out, Mrs Nair, the class teacher, phoned. Write a message for Papa giving the details. (Write a short message.)

10. You are Zoya Singh, Secretary of the Chess Club of Green Valley School, Mysuru. Write a notice for the school notice board about a Chess Tournament on 7 December 2026. Give the time, the venue, who can take part and how to register. (Write a short notice.)

11. Write a suitable complimentary close for a letter to the manager of a bookshop, ordering books for the library.

12. You are Arjun Rao, of 208, Nehru Marg, Kochi. Write a letter to the editor of a newspaper, about plastic waste. 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, JAIPUR
NOTICE
Blood Donation Camp for parents
The Health Club is organising a Blood Donation Camp for parents on Friday, 23 April 2027 at 11:40 am in the school hall. Students of Classes 9 to 11 can take part. Interested students should give their names to the undersigned by 20 April 2027.
Asha Iyer
President, Health Club

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

16. Write a letter to your cousin, Zoya, telling her about your plans for the winter break. You are Isha, of 20, Shanti Vihar, Nagpur. (Write a short informal letter.)

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

17. You are Asha Sharma, of 119, Gandhi Nagar, Lucknow. Write a letter to the Municipal Commissioner, about garbage in your area.

18. Write a letter to your friend, Rohan, telling him about the new puppy your family has adopted. You are Kunal, of 72, Rose Colony, Jaipur.

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

20. Write a short story that begins: “One Saturday, Isha was coming back from the library when she spotted a brown purse lying on the ground.” Use these points in order: Isha spotted a purse; Isha found the owner's name on the bus pass; Isha took the purse to the police station; Mrs Kamla Devi telephoned to say thank you. Give your story a title.

Want another sheet on this chapter? In the Ambiful Worksheets app every sheet is new, with its answer key, and your child never gets the same question twice.
Scan the code to get the free app, or open **worksheets.ambiful.com/get**

Answer key

Writing · AW-6E-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) Message**	—
4	**(a) A salutation such as "Dear Students"**	a notice has the word NOTICE, the date, a heading, the name and designation of the writer
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	**MESSAGE** **17 December 2026, 11:30 am** **Papa,** **Mrs Nair, my class teacher, called at 11:20 am. The parent-teacher meeting is on Friday at 9 am in Room 12.** **Vikram**	Check the message format: the date and time, the name of the person it is for, the name of the writer, the important details, such as times and places.
10	**GREEN VALLEY SCHOOL, MYSURU** **NOTICE** **23 November 2026** **Chess Tournament** **The Chess Club is organising a Chess Tournament on Monday, 7 December 2026 at 11:30 am in the activity room. Students of Classes 8 to 10 can take part. Interested students should give their names to the undersigned by 3 December 2026.** **Zoya Singh** **Secretary, Chess Club**	Check the notice format: the word NOTICE, the date, a heading, the name and designation of the writer.
11	**Yours faithfully**	formal letter
12	**Plastic waste choking our city**	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 date**	a notice has the school name, NOTICE, the date, a heading, the details, and the writer's name and designation

Q	Answer	Working
15	**(t), (q), (r), (s), (p)**	the sender's address → the receiver's address → the subject → the body of the letter → the complimentary close
16	**20, Shanti Vihar** **Nagpur** **28 December 2026** **Dear Zoya,** **I hope you are well. I am writing to tell you about my plans for the winter break.** **Our winter break begins next week. We plan to build a bird feeder, plant marigolds in our balcony pots and learn to bake bread with Papa. I wish you could join us.** **Do write back and tell me your news.** **Give my regards to your family.** **Yours affectionately,** **Isha**	Check the format first, then the content.
17	**119, Gandhi Nagar** **Lucknow** **4 April 2026** **The Municipal Commissioner** **Municipal Corporation** **Lucknow** **Subject: Garbage not being collected in Gandhi Nagar** **Sir/Madam,** **I wish to bring to your notice that garbage has not been collected from Gandhi Nagar for the past two weeks.** **The heaps of waste smell bad, attract flies and could spread disease.** **I request you to kindly arrange for regular collection of garbage in our area. I shall be grateful for your prompt action.** **Thank you.** **Yours faithfully,** **Asha Sharma**	Check the formal letter format, then the content: clear ideas in order, correct grammar and spelling.
18	**72, Rose Colony** **Jaipur** **24 December 2027** **Dear Rohan,** **I hope you are well. I am writing to tell you about the new puppy my family has adopted.** **We have adopted a puppy from the animal shelter! He is brown with white paws, so we named him Socks. He chews everything he finds, but he is the sweetest dog in the world.** **Do write back and tell me your news.** **Give my regards to your family.**	Check the informal letter format, then the content: clear ideas in order, correct grammar and spelling.

Q	Answer	Working
	Your loving friend, **Kunal**	
19	**Sunday, 14 February 2027** **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.** **Ananya**	Check the diary entry format, then the content: clear ideas in order, correct grammar and spelling.
20	**The Brown Purse** **One Saturday, Isha was coming back from the library when she spotted a brown purse lying on the ground. Inside were some money, a bus pass and an old photograph. Isha could have kept the money, but she did not even think of it. The bus pass showed the owner's name, Mrs Kamla Devi. She took the purse to the nearest police station and handed it over to the officer on duty. That evening, Mrs Kamla Devi telephoned Isha's parents to thank them. She said the photograph was of her late mother and was more precious to her than all the money.**	Check the story format, then the content: clear ideas in order, correct grammar and spelling.