# 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)** Email **(b)** Story **(c)** Notice **(d)** Message

**4.** Which of these is NOT part of a email?

**(a)** A subject line **(b)** The receiver's email address
**(c)** The receiver's postal address **(d)** A polite greeting

**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 Arjun Verma, of 189, Rose Colony, Dehradun. Write a letter to the Principal of your school, requesting new sports equipment. Which is the best subject line?

**(a)** Broken streetlights in our area **(b)** Plastic waste choking our city
**(c)** Garbage not being collected in our area **(d)** Request for new sports equipment

**7.** Which sentence is suitable for a formal letter?

**(a)** Sorry, I can't come to school for a few days.
**(b)** We need a water cooler, it is too hot.
**(c)** We would love a trip to the science museum.
**(d)** We request permission for a class visit to the science museum.

**8.** Assertion (A): A letter to the editor of a newspaper 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 Arjun Gupta of Class 7. Write an email to the school counsellor: request for a meeting. (Write a short email.)

**10.** You are Aman. While Maa was out, Mr Joshi, your office colleague, phoned. Write a message for Maa giving the details. (Write a short message.)

**11.** Write a suitable complimentary close for a letter to the District Collector.

**12.** You are Rahul Das, of 62, Gandhi Nagar, Pune. 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.** Write a letter to your cousin, Dev, telling him about the science exhibition at your school. You are Aman, of 146, Lake Road, Indore. (Write a short informal letter.)

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

**17.** You are Isha Das, of 20, Shanti Vihar, Nagpur. Write a letter to the editor of a newspaper, about plastic waste.

**18.** Write a short story that begins: “One rainy afternoon, Vikram was walking home from school when he spotted a brown purse lying on the ground.” Use these points in order: Vikram spotted a purse; Vikram found the owner's name on the bus pass; Vikram took the purse to the police station; Mrs Kamla Devi telephoned to say thank you. Give your story a title.

**19.** Write a letter to your friend, Riya, telling her about joining a new hobby class. You are Priya, of 152, Gandhi Nagar, Jaipur.

**20.** Write a diary entry about a visit to your grandparents’ village. Say what happened and how you felt.

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# Answer key

Writing · AW-7E-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 | **(d) Message** | — |
| 4 | **(c) The receiver's postal address** | a email has the receiver's email address, a subject line, a polite greeting, a short, clear body |
| 5 | **(a) Yours faithfully** | — |
| 6 | **(d) Request for new sports equipment** | a subject line says briefly what the letter is about |
| 7 | **(d) We request permission for a class visit to the science museum.** | 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: arjun.gupta@example.com<br>To: counsellor@greenvalleyschool.example<br>Subject: Request for a meeting<br>Dear Sir/Madam,<br>I have been feeling stressed about the coming exams. Could I please meet you this week to talk about how to plan my studies?<br>Thank you.<br>Regards,<br>Arjun Gupta<br>Class 7** | Check the email format: the receiver's email address, a subject line, a polite greeting, a short, clear body. |
| 10 | **MESSAGE<br>20 December 2026, 5:40 pm<br>Maa,<br>Mr Joshi called at 5:30 pm. Tomorrow's meeting has been moved from 10 am to 4 pm. He asked you to bring the project file.<br>Aman** | 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. |
| 11 | **Yours faithfully** | formal letter |
| 12 | **Broken streetlights in Gandhi Nagar** | 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 |

| Q | Answer | Working |
|---|---|---|
| 15 | **(p), (t), (s), (r), (q)** | the receiver's address → the subject → the salutation → the complimentary close → the sender's name |
| 16 | **146, Lake Road**<br>**Indore**<br>**23 August 2026**<br>**Dear Dev,**<br>**I hope you are well. I am writing to tell you about the science exhibition at my school.**<br>**Last week our school held a science exhibition. My team made a working model of a water filter using sand, gravel and charcoal. The judges liked it so much that we won the second prize.**<br>**Do write back and tell me your news.**<br>**Give my regards to your family.**<br>**Yours affectionately,**<br>**Aman** | Check the format first, then the content. |
| 17 | **20, Shanti Vihar**<br>**Nagpur**<br>**7 February 2027**<br>**The Editor**<br>**The Daily Times**<br>**Nagpur**<br>**Subject: Plastic waste choking our city**<br>**Sir/Madam,**<br>**Through the columns of your newspaper, I wish to express my concern about the plastic waste piling up in the markets and drains of Nagpur. It blocks drains, harms animals and spoils the beauty of our city.**<br>**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.**<br>**Thank you.**<br>**Yours faithfully,**<br>**Isha Das** | Check the formal letter format, then the content: clear ideas in order, correct grammar and spelling. |
| 18 | **The Brown Purse**<br>**One rainy afternoon, Vikram was walking home from school when he spotted a brown purse lying on the ground. Inside were some money, a bus pass and an old photograph. Vikram could have kept the money, but he did not even think of it. The bus pass showed the owner's name, Mrs Kamla Devi. He took the purse to the nearest police station and handed it over to the officer on duty. That evening, Mrs Kamla Devi telephoned Vikram's parents to thank them. She said the** | Check the story format, then the content: clear ideas in order, correct grammar and spelling. |

| Q | Answer | Working |
|---|---|---|
| | **photograph was of her late mother and was more precious to her than all the money.** | |
| 19 | **152, Gandhi Nagar**<br>**Jaipur**<br>**2 October 2026**<br>**Dear Riya,**<br>**I hope you are well. I am writing to tell you about joining a new hobby class. I have joined a painting class on Saturdays. Our teacher is teaching us to paint landscapes with watercolours. Last week I painted a sunset over a lake, and Maa has framed it!**<br>**Do write back and tell me your news. Give my regards to your family.**<br>**Your loving friend,**<br>**Priya** | Check the informal letter format, then the content: clear ideas in order, correct grammar and spelling. |
| 20 | **Friday, 24 December 2027**<br>**10:30 pm**<br>**Dear Diary,**<br>**Today we visited my grandparents in their village. Dadi made hot parathas, and Dadaji took me to the fields to see the wheat. In the evening we sat under the neem tree and he told me stories of his childhood. I wish I could stay longer. The quiet village felt so peaceful.**<br>**Farhan** | Check the diary entry format, then the content: clear ideas in order, correct grammar and spelling. |