



**INDIAN SCHOOL MUSCAT
SENIOR SECTION
DEPARTMENT OF ENGLISH
CLASS XI
Letter to the Editor**

Letter types include:

1. Letter to the editor (giving suggestions on an issue)
2. Business or official letter (for making enquires, registering complaints, asking for and giving information, placing orders and sending replies.)
3. Application for the job

Letter to the Editor

A letter to the editor is a written way of talking to a newspaper, magazine, or other regularly printed publication. Letters to the editor are generally found in the first section of the newspaper, or towards the beginning of a magazine, or in the editorial page. They can take a position for or against an issue, or simply inform, or both. They can convince readers by using emotions, or facts, or emotions and facts combined. Letters to the editor are usually short and tight, rarely longer than 250 words.

Using a few carefully placed letters, you can generate plenty of community discussion. You can also keep an issue going by preventing it from disappearing from the public eye. You can stimulate the interest of the news media and create more coverage for the matters you're working on. You can also send a 'good news' letter to bring recognition to people who deserve it or acknowledge the success of an effort.

A letter to the Editor is written to:

- Express an opinion
- Complaint against a social problem
- Refer to the situation/viewpoint that you wish to highlight

Points to remember:

- If it is a social problem the three major areas to be included are-
 - ✓ *causes of the problem*
 - ✓ *effects of the problem*
 - ✓ *solutions to the problem*
- Explain why the issue is important.
- Give evidence for any praise or criticism.
- State your opinion about what should be done.
- Keep the letter brief.
- Make sure it's clear and to the point.

Sample Letter

Q1. You are Parul Saxena of New Delhi. You are greatly concerned of the noise pollution that is increasing at an alarming rate causing inconvenience and health hazards to the people. Write a letter to the Editor, Times of India, highlighting the problem and drawing attention of the concerned authorities. Also suggest some remedial measures.

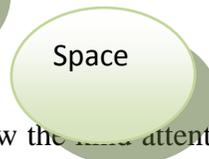
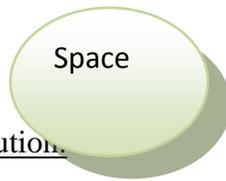
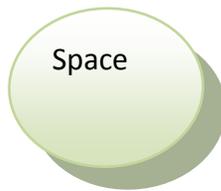
B-22, Ljpat Nagar
New Delhi

10 April 2016

The Editor,
The Times of India,
New Delhi-110 001.

Sir,

Sub: Increasing problem of noise pollution.



I am Parul Saxena of Lajpat Nagar. I would like to draw the attention of the concerned authorities towards increasing problem of noise pollution which is causing great damage to the health of the general public.

Causes

Increasing number of vehicles on the roads, rising growth of factories, construction work, loudspeakers used on various occasions, are various factors responsible for causing noise pollution. Noise control laws are openly violated.

Effects

Increasing noise pollution is a big threat to the health and fitness of the people. If the noise pollution is allowed to go unchecked it may rob the people of their hearing capacity. It leads to irritation, loss of sleep, rest and peace. It is harmful to physical and mental health of people. Frequent loud noise affects the working efficiency of the people.

Solution

It is time that the authorities strictly enforced the noise control laws. The noise producing factories located in the residential areas should be shifted to far-off places without any delay. The use of loudspeaker should be banned after specific time. Giving preference to mass public transport system can be very helpful. Above all, public needs to be aware and cooperative against the danger of noise pollution because without public cooperation authorities cannot make much difference.

Closing

It is earnestly hoped that the Municipal authorities will take immediate and urgent necessary action against those responsible for noise pollution and relieve the people from its harmful effects. Prompt and effective preventive measures if taken, will undoubtedly benefit the community at large.

Thanking you,
Yours faithfully
Sd/
Parul Saxena

Practice Questions:

1. You are Praveen/ Lata of 40 B, AG Road Bhatinda. Write a letter to the Editor of a National daily expressing your concern about the dangers of tourism to the environment and suggest ways to mitigate the harmful effects of tourism..
2. You are Gagan/Geeta Katiyal of B-5/67 Safdarganj Enclave, New Delhi. You feel that films and television programmes are full of violence and have a bad effect on young minds. Write a letter to the Editor of a National daily voicing your concern and giving suggestions for telecasting value-based programmes.