

CBSE CLASS X

English Language & Literature (184)

ANSWER KEY

From previous CBSE Board Exam questions

Code: YZ6PWH	Questions: 94	Maximum Marks: 462	Generated: 2026-06-15 13:05
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SELECTIONS USED

Source	Previous-year board
Subject	English Language & Literature
Lessons	Writing Skills
Year	2022-2026
Questions selected	94

Composition — Types: 92 writing_skills · 2 MCQ

Q1.

[5]

Internet Activities by Age Group (percentage figures by age group: Teens, 20s, 30s, 40s, 50s, 60s, 70+).

The chart below gives the percentage of social media users by age in India in 2020. Write a paragraph analysing the given information in 100-120 words.

Previously asked in: 2023 2/4/1 Q5(B)

♦ Writing Skills

Analytical Paragraph (Visual/Diagram-based)

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Model Answer

Internet Activities Across Age Groups — An Analysis

The table presents data on various internet activities used by different age groups. Overall, the usage patterns vary significantly with age.

Getting news online is fairly consistent across all groups, ranging from 70% to 76%, indicating that news consumption is a universal internet activity. Online gaming is most popular among teens (81%) and declines sharply with age, dropping to just 25% in the 50s and 60s. Downloads follow a similar downward trend, from 52% (teens) to a mere 6% (70+).

Notably, teens show 0% for product research, while adults in their 40s lead at 83%. Buying products online peaks in the 30s (69%). Searching for people is highest in the 20s (31%) and lowest among teens (5%).

Source: Table — Internet Activities by Age Group

Explanation

- **Examiner's focus:** Accurate data reference, clear trend identification, and comparison — not just listing numbers. Pick 3–4 notable trends and comment on them.
- **Key patterns to mention:** teens dominate gaming/downloads; product research/buying peaks in middle age; news-reading is consistent across all ages.
- **Language tip:** Use comparative language — "highest," "declines with age," "peaks at," "notably" — to show analytical thinking, which earns full marks.
- Stay within 100–120 words and avoid copying numbers mechanically without interpretation.

Q2.

[5]

Pie-chart: How water is consumed in households in a metropolitan city in India. Toilet 26%, Clothes Washing 22%, Faucets 17%, Shower 16%, Leaks 14%, Bath 2%, other 2%, Dishwashing 1%.

The given pie-chart shows how water is consumed in households in a metropolitan city in India. Study the information carefully and write a paragraph analysing the given pie-chart data.

Previously asked in: 2023 2/4/1 Q5(A)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph (Visual/Diagram-based)

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Model Answer

The pie chart illustrates household water consumption patterns in a metropolitan Indian city. Toilet flushing accounts for the largest share at 26%, making it the single biggest consumer of water. Clothes washing follows closely at 22%, together these two uses consume nearly half the total household water. Faucets (17%) and showers (16%) represent significant daily usage, collectively accounting for about one-third of consumption.

Notably, leaks waste as much as 14% of water — a preventable loss that highlights poor maintenance in urban households. Bath and other miscellaneous uses together contribute only 4%, while dishwashing is the least significant category at a mere 1%.

Overall, toilet flushing, clothes washing, and faucets are the primary areas where water conservation measures should be urgently focused.

Source: Pie chart — Household Water Consumption, Metropolitan City, India

Explanation

- **Structure expected:** Brief intro → major consumers → minor consumers → trend/inference → conclusion. Examiners look for all data points being mentioned, logical grouping, and a concluding observation.
- **Key trick:** Always identify the highest, second-highest, lowest category, and one notable insight (here, leaks = 14% is a striking, exam-worthy observation).
- **Language:** Use data-analysis vocabulary — *accounts for, followed by, collectively, notably, merely* — to show analytical writing skill.
- **Do NOT** just list percentages; weave them into sentences with comparisons and inferences.

Q3.

[5]

You are Aruna/Arjun C.C.A. incharge of St. Joseph's High School, Pune Cantt. You have read an advertisement by the National Tourist Corporation, offering excellent prices for group tours.

Write a letter to enquire about the following :

- Duration of tour
- Sight seeing itinerary
- Cost of package discount
- Mode of transport
- Destinations being offered

Previously asked in: 2023 2/4/1 Q4(B)

♦ Writing Skills

Formal Letter of Enquiry

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Model Answer

St. Joseph's High School,
Pune Cantt.
12 July 20XX
The Manager,
National Tourist Corporation,
[City]

Subject: Enquiry regarding Group Tour Packages

Dear Sir/Madam,

I am Aruna/Arjun, CCA Incharge of St. Joseph's High School, Pune Cantt. I came across your advertisement offering group tour packages at excellent prices and wish to enquire about the following:

- The **duration** of the tour being offered
- The **sightseeing itinerary** and destinations covered
- The **cost of the package** and any discount available for school groups
- The **mode of transport** provided during the tour
- The various **destinations** being offered under the package

Kindly send the relevant brochures and details at the earliest so we may plan accordingly. I look forward to your prompt reply.

Yours faithfully,
Aruna/Arjun
CCA Incharge, St. Joseph's High School, Pune Cantt.

Explanation

- **Format matters:** CBSE awards marks for sender's address, date, receiver's address, subject line, salutation, body, and closing. Don't skip any part.
- The **body** should clearly list all five enquiry points — examiners look for all five bullet points from the question.
- Keep the tone **formal and polite**; avoid casual language.
- "Yours faithfully" is correct here since the letter opens with "Dear Sir/Madam" (unknown recipient).
- Designation is important — it establishes why you are writing on behalf of the school.

Q4.

[5]

TECHNOLOGY IN EDUCATION

PROS: Improves engagement and retention. Promotes interactive collaborative learning. Prepares students for the future. Reduces costs. Promotes technological skills. Provides current information.

CONS: Distracting. Reduces problem solving skills. Reduces direct peer interaction. Expensive to maintain. Information may not be authentic. Communication.

Technology today is an effective and convenient means of learning. You are Meera/Vaibhav and would like to share your views on the pros and cons of technology in education. Write a letter to the Editor of a newspaper expressing your views in about 100 -120 words.

Previously asked in: 2023 2/4/1 Q4(A)

◆ Writing Skills

Letter to the Editor

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Model Answer

12, Rose Avenue
New Delhi – 110001
15 July 2025
The Editor
The Hindu
New Delhi

Subject: Pros and Cons of Technology in Education

Sir/Madam,

Through the columns of your esteemed newspaper, I, Meera, wish to share my views on technology in education. Technology greatly improves student engagement and retention, promotes interactive collaborative learning, and prepares students for the future. It also promotes technological skills and provides current, updated information. However, it has its drawbacks. It can be highly distracting and reduces students' problem-solving skills. Direct peer interaction decreases, and maintaining technological infrastructure is expensive. Furthermore, information available online may not always be authentic.

Therefore, technology should be used wisely and in a balanced manner in classrooms.

Yours sincerely

Meera

Explanation

- **Format carries marks:** sender's address, date, editor's address, subject line, salutation, body paragraphs, and subscription must all be present.
- **Content:** Examiners check that BOTH pros AND cons from the table are discussed — include at least 3–4 points from each column.
- **Word limit:** Stay within 100–120 words in the body; the format elements are not counted strictly.
- **Expression:** Use formal, polite language appropriate for a letter to the editor.
- **Avoid repetition** and do not copy the table verbatim — rephrase slightly to show understanding.

Q5.

[5]

Global literacy rate % of people of different age-groups for Men and Women.

The following data shows global literacy rates of different age groups and gender in a particular year. Write an analytical paragraph describing and analyzing the given data.

Previously asked in: 2024 2/3/1 Q5(b)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

writing-analytical-paragraph

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Model Answer

Global Literacy Rates: An Analysis

The table presents global literacy rates (%) across different age groups for men and women. Overall, men have higher literacy rates than women in all age groups, highlighting a persistent gender gap in education.

Among men, the highest literacy rate is 90% in the 15–24 age group, followed by 88% each in the 12–15 and 25–64 groups, and 80% among those aged 65 and older. For women, the 15–24 group leads at 88%, while the lowest rate is 75% among women aged 65 and above.

A notable trend is that literacy rates decline significantly in the 65+ age group for both genders. The narrowest gender gap (2%) appears in the 15–24 group, suggesting improving educational equity among younger generations.

Source: Table — Global Literacy Rate %, age-group and gender data

Explanation

- **Start with an overview sentence** summarising the main trend (men > women across all groups).
- **Quote specific data** for each group — examiners reward accurate figures from the table.
- **Identify patterns:** where gap is widest/narrowest, which group has highest/lowest rate.
- **End with an inference** (e.g., improving equity in youth). This shows analytical ability, which is specifically tested here.
- Keep sentences tight; avoid repeating the same figure twice.

Q6.

[5]

A survey conducted on the residents showed that car parking in colonies has risen due to an increase in the number of cars per family. This has resulted in ugly incidents of road rage. Most of the families revealed that they are facing multiple issues due to this situation. There is no place for visitors to park and residents themselves park their cars haphazardly. In addition there is an increase in commercial vehicles parked outside colony gates, thus blocking exits.

Read the following excerpt from a newspaper on the problem of car parking and its impact. Write a paragraph in about 120 words to analyze the news clipping.

Previously asked in: 2024 2/3/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Analyzing the Car Parking Crisis in Residential Colonies

The survey highlights a growing and serious problem of car parking in residential colonies. The root cause is the rise in the number of cars per family, which has led to a severe shortage of parking space. This situation has had multiple negative consequences. Firstly, it has triggered ugly incidents of road rage among residents, disturbing peace within the community. Secondly, visitors find no designated space to park, causing inconvenience. Thirdly, residents themselves are forced to park haphazardly, adding to the chaos. Furthermore, commercial vehicles parked outside colony gates block exits, creating safety hazards. Immediate measures such as designated parking zones, stricter regulations, and multi-level parking facilities are urgently needed to resolve this worsening crisis.

Source: Newspaper excerpt on car parking problem

Explanation

- **What examiners look for:** Clear identification of the **problem**, its **causes**, its **effects** (as stated in the passage), and a brief **suggestion/conclusion**. All points must come from the passage — do not invent facts.
- **Structure tip:** One opening sentence naming the issue + 3–4 points from the passage + one concluding suggestion = ideal paragraph format.
- **Language:** Formal, analytical tone. Avoid personal opinions not supported by the passage.
- **Word count:** Stay close to 120 words — going too short loses marks, going too long wastes time.

Q7.

[5]

You are Rahul / Rita, a student of DRK World School, Preet Vihar, Prem Nagar. You have recently noticed that the street in front of the school is being used as a thoroughfare by vehicles because of the construction work on the main street. This has led to a number of near fatal accidents involving school students who have become vulnerable to road injuries and exposure to toxic air and noise pollution while going to school. Write a letter to the Editor of a local daily in about 120 words highlighting the problem. You may also suggest possible solutions such as road safety signages, speed breakers, traffic timings.

Previously asked in: 2024 2/3/1 Q4(b)

◆ Writing Skills

Letter to the Editor

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Model Answer

DRK World School,
Preet Vihar, Prem Nagar
12 July 2025

The Editor
Delhi Times
New Delhi

Subject: Danger to school students due to diverted traffic

Sir,

Through the columns of your esteemed daily, I wish to draw public attention to a serious problem faced by students of our school.

Due to construction work on the main street, heavy vehicles are now using the narrow lane in front of DRK World School as a thoroughfare. This has resulted in several near-fatal accidents, putting students at grave risk of road injuries. The constant traffic also exposes children to toxic fumes and unbearable noise pollution daily.

I urge the concerned authorities to immediately install road safety signages, construct speed breakers, and restrict heavy vehicle movement during school hours (8–9 a.m. and 1–3 p.m.).

I hope prompt action will be taken.

Yours sincerely,
Rahul
Class X

Explanation

- **Format is crucial for full marks:** sender's address, date, editor's address, subject line, salutation, body (2–3 paragraphs), complimentary close, and name/designation — each carries marks.
- **Content points the examiner looks for:** identification of the problem (diverted traffic), its effects (accidents, air/noise pollution), and at least 2–3 specific solutions (signages, speed breakers, restricted traffic timings).
- **Word limit:** Stay close to 120 words in the body; examiners penalise going significantly over or under.
- **Tone:** Formal, factual, and civic — avoid emotional/dramatic language.

Q8.

[5]

You are Kapil/Kavita, sports secretary of Ajax World School, Gurugram. You want to place an order for sports articles for the school cricket team to Rotary Sports, Janakpuri, New Delhi. Write a letter in about 120 words. Remember to include relevant information about quality and quantity of products, specific details, school discount, delivery date and mode of payment.

Previously asked in: 2024 2/3/1 Q4(a)

♦ Writing Skills

Formal Letter – Enquiry Letter

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Model Answer

Ajax World School,
Gurugram
Date: 12 May 20XX
The Manager,
Rotary Sports,
Janakpuri, New Delhi

Subject: Order for cricket sports articles

Sir/Madam,

I am the sports secretary of Ajax World School, Gurugram. I wish to place an order for the following cricket items for our school team:

Item	Quantity	Quality
Cricket bats (English willow)	10	Superior grade
Cricket balls (leather)	20	Tournament standard
Batting gloves	10 pairs	Standard size
Batting pads	10 pairs	Standard size

Kindly provide us with a **school/institutional discount** of at least 15% on the total bill. The items should be delivered to our school address by **25 May 20XX**. Payment will be made by **demand draft** upon delivery.

Kindly confirm the order at the earliest.

Yours faithfully,
Kapil
Sports Secretary

Explanation

- **Format matters:** CBSE awards marks for correct formal letter format — sender's address, date, receiver's address, subject line, salutation, body, complimentary close, and signature.
- **Cover all five required points:** quality, quantity, school discount, delivery date, and mode of payment — each missing point costs marks.
- A table for items is neat and saves words; examiners appreciate clarity.
- Keep language formal and concise; avoid casual phrasing.
- Total word count should stay near 120 words (body only).

Q9.

[5]

Chart comparing types of bottles. (Adapted for academic purpose.)

There are many types of bottles available in the market. This chart compares the disadvantages and advantages of various types of bottles. Based on the chart, write an analytical paragraph, in about 120 words, analyzing the pros and cons of each and selecting a suitable one.

Previously asked in: 2024 2/2/1 Q5(b)

♦ Writing Skills

Analytical Paragraph (Visual/Diagram-based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

Choosing the Right Bottle: An Analysis

The chart compares four types of bottles — glass, silicone, stainless steel, and plastic — across eight parameters.

Glass, silicone, and stainless steel bottles share strong advantages: they are chemical-free, environmentally friendly, recyclable, durable, easy to clean, and dishwasher safe. However, none of these are affordable, and glass and stainless steel are not lightweight. Silicone's weight is unspecified.

Plastic bottles are lightweight and affordable, making them convenient. However, they are neither chemical-free nor environmentally friendly, and their durability, ease of cleaning, and dishwasher safety remain uncertain — significant drawbacks.

Considering health, durability, and environmental impact, **stainless steel bottles** emerge as the most suitable choice, offering well-rounded benefits despite being slightly heavier and costlier.

Source: Comparison chart on bottle types

Explanation

- **Analytical paragraph** means you must compare, not just describe. Examiners look for grouping of data, contrast, and a justified conclusion.
- Always end with a **recommendation with a reason** — that is the "selecting a suitable one" part of the question.
- Cover all four bottle types; avoid simply listing the table — summarise patterns.
- Keep the language formal and concise; aim for exactly 120 words.

Q10.

[5]

Table on water availability

An area is believed to be water stressed when annual water supplies drop below 1700 cubic metres per person per year. As per an analysis, we are already surviving with around 1700-1800 cubic metres per year. As our demand for water has increased drastically over the years, per capita water availability has taken a beating. Based on the given table, write an analytical paragraph, in about 120 words, analyzing the possible causes of water scarcity in the future.

Previously asked in: 2024 2/2/1 Q5(a)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

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Model Answer

Water Scarcity: A Looming Crisis

The data clearly reveals an alarming inverse relationship between population growth and per capita water availability in India. In 1951, with a population of 361 million, water availability stood at 5177 m³/person/year. As population doubled to 846 million by 1991, availability more than halved to 2209 m³. By 2001, with over a billion people, it fell to 1820 m³ — dangerously close to the water stress threshold of 1700 m³.

The primary cause is rapid population growth, which increases demand for water in agriculture, industry, and domestic use. Projections for 2025 (1341 m³) and 2050 (1140 m³) confirm that without conservation measures, India will face severe water scarcity. Overexploitation, unequal distribution, and negligible increase in water resources worsen the crisis further.

Explanation

- Examiners expect you to **analyse the table**, not merely describe it — link population rise to falling per capita availability using specific figures.
- Mention the **1700 m³ stress threshold** (given in the question) and compare it to actual/projected values.
- End with **causes** (population growth, overexploitation, rising demand) — this is what "analytical" means here.
- Keep sentences crisp; this is a 5-mark writing task, so one well-developed paragraph or two tight ones is ideal.

Q11.

[5]

As Sohail Khan, the sports captain of Pinnacle Public School, you believe that fitness as a lifestyle should be promoted. Write a letter to the Editor of a national daily, in about 120 words, suggesting the introduction of "Cycle to School" campaign for school going students. The programme aims to develop the habit of exercising through cycling to maintain fitness and keeping children active. Share the importance and credibility of such a programme and suggest a feasible way to execute it along with possible activities.

Previously asked in: 2024 2/2/1 Q4(b)

♦ Writing Skills

Letter to the Editor

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Model Answer

To,
The Editor,
The Hindustan Times
New Delhi

Subject: Introduction of "Cycle to School" Campaign

Sir/Ma'am,

Through the esteemed columns of your newspaper, I wish to highlight the need for a "Cycle to School" campaign for school students. As sports captain of Pinnacle Public School, I firmly believe fitness must become a lifestyle, not merely a subject.

Cycling to school daily builds cardiovascular health, reduces screen time, and keeps children active without extra effort. Countries like the Netherlands have successfully implemented such programmes, proving their credibility.

To execute this, schools can designate safe cycling lanes, organise weekly cycling rallies, and conduct inter-school cycling challenges. Cycling clubs and fitness trackers can further motivate students.

I urge authorities and school managements to adopt this initiative urgently.

Yours sincerely,

Sohail Khan
Sports Captain, Pinnacle Public School

Explanation

- **Format matters:** Letter to the Editor must include recipient's details, subject line, body paragraphs, and sender's designation. Missing format elements lose marks.
- **Content checklist** (what examiners look for): importance/benefits of cycling, credibility/examples, feasible execution method, suggested activities — all briefly covered.
- **Word limit:** Stay close to 120 words in the body; examiners penalise excess padding.
- **Tone:** Formal, persuasive, and specific — avoid vague statements like "cycling is good."
- The source passages here were generic; this answer draws on the question's own brief, which is the correct approach for letter-writing tasks.

Q12.

[5]

As Nalini Sharda of 409, Surya Apartments, Gopalpur, you believe that pedestrian safety is very important. Footpaths on both sides of the main roads of your city need major repairs and on some stretches they need to be constructed. Write a letter to the MLA of your city area, in about 120 words, stressing the need for footpaths for pedestrian safety. Share your concern for maintenance of existing footpaths and the need to construct new ones where they are required.

Previously asked in: 2024 2/2/1 Q4(a)

♦ Writing Skills

Formal Letter Writing (Letter to MLA/Authority)

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Model Answer

409, Surya Apartments,
Gopalpur,
15 May 20XX
The MLA,
Municipal Ward Office,
Gopalpur.

Subject: Need for Repair and Construction of Footpaths for Pedestrian Safety

Respected Sir/Madam,

I, Nalini Sharda, a resident of Gopalpur, wish to draw your kind attention to the poor condition of footpaths on the main roads of our city. Most footpaths are broken and uneven, making them dangerous for pedestrians, especially the elderly and children. On several stretches, footpaths do not exist at all, forcing people to walk on the road, risking accidents.

I earnestly request you to arrange immediate repair of existing footpaths and construction of new ones wherever needed. Ensuring pedestrian safety is a civic duty that cannot be ignored.

Hoping for prompt action.

Yours sincerely,
Nalini Sharda

Explanation

- **Format matters:** Sender's address, date, receiver's address, subject line, salutation, body (2–3 paragraphs), complimentary close, and name — all carry marks.
- **Content points to cover:** (1) poor/broken condition of existing footpaths, (2) absence of footpaths on some stretches, (3) danger to pedestrians, (4) request for repair AND construction. Covering all four earns full content marks.
- **Tone:** Formal and polite — this is an official letter to an elected representative.
- **Word limit:** Stay close to 120 words in the body; examiners check this.

Q13.

[5]

Table showing hobbies of students during summer vacations with percentages for Boys and Girls.

Study the table given below which shows the data on the hobbies of students during summer vacations. Write an analytical paragraph in about 120 words analyzing what hobbies do boys and girls choose in their summer vacations:

Previously asked in: 2024 2/1/1 Q5(B)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

Hobbies of Students During Summer Vacations

The table presents an interesting comparison of hobbies preferred by boys and girls during summer vacations. A clear gender divide is visible across all five hobbies.

Among boys, Photography is the most popular hobby at 35%, followed closely by Playing (30%) and Yoga (19%). Dancing and Singing are least preferred by boys, with only 13% and 7% respectively.

Girls, on the other hand, overwhelmingly favour Dancing (40%), followed by Singing (25%) and Playing (16%). Photography attracts a mere 5% of girls, making it their least preferred activity.

Overall, outdoor and creative pursuits like Photography and Playing dominate among boys, while performing arts like Dancing and Singing are more popular with girls. Yoga remains moderately popular for both genders.

Explanation

- **Structure:** Opening sentence → Boys' analysis → Girls' analysis → Overall conclusion. This is the standard analytical paragraph format examiners expect.
- **Key examiner expectations:** Use data (percentages) directly from the table; draw comparisons; highlight highest, lowest, and trends for each group; end with an overall inference.
- **Do not** simply list figures — you must *analyse* (compare, contrast, infer).
- **Word count:** Stay close to 120 words; going far over or under costs marks.

Q14.

[5]

Life Cycle of Butterfly diagram showing stages in a circular flow.

The visual given shows the life cycle of a butterfly. Study the information carefully and then summarise it in the form of an analytical paragraph. Make comparisons and draw conclusions wherever applicable.

Previously asked in: 2024 2/1/1 Q5(A)

♦ Writing Skills

Analytical Paragraph (Visual/Diagram-based)

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Model Answer

Life Cycle of a Butterfly

The diagram illustrates the life cycle of a butterfly, which is a continuous, circular process consisting of five distinct stages: egg, caterpillar, pupa, emerging butterfly, and adult butterfly.

The cycle begins when an adult butterfly lays an **egg**. The egg hatches into a **caterpillar** (larva), which is the feeding and growth stage. The caterpillar then transforms into a **pupa** (cocoon), where a remarkable metamorphosis takes place. From the pupa, an **emerging butterfly** slowly develops, eventually becoming a fully grown **adult butterfly**.

The most significant transformation occurs between the caterpillar and adult stages, representing a complete change in form and function. This cyclical process ensures the continuation of the species, as the adult butterfly begins the cycle anew by laying eggs.

Source: Visual diagram — Life Cycle of Butterfly

Explanation

- CBSE expects an **analytical paragraph** from a visual/diagram, not a list. Use connecting phrases like "which then," "eventually," "the most significant stage."
- **Comparisons/conclusions** are explicitly asked: note how caterpillar vs. adult butterfly differ entirely in form; mention the cycle is continuous/self-repeating.
- Use correct scientific terms: *larva*, *metamorphosis*, *pupa* — these fetch marks.
- Keep it within ~110 words; do not draw stage diagrams again in writing answers.

Q15.

[5]

A leading communication company 'Savera' is sponsoring a half marathon run in your city to raise funds for 'Koshish' an orphanage. You are Roshini/Roshan, school captain of Adarsh Vidyalaya. You are leading a batch of hundred students in the half marathon to be held in your city. Write a letter to the editor of a national daily emphasizing the participation of school children in such programmes as part of voluntary community service. Highlight the benefits of participation in such activities.

Previously asked in: 2024 2/1/1 Q4(B)

◆ Writing Skills

Letter to the Editor

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Model Answer

The Editor

The Times of India

New Delhi

Subject: School Children's Participation in Community Service Programmes

Sir,

Through the columns of your esteemed newspaper, I wish to highlight the importance of school children's participation in voluntary community service.

I am Roshan, school captain of Adarsh Vidyalaya. I am proud to lead 100 students in the half marathon organised by 'Savera' to raise funds for 'Koshish' orphanage.

Such activities teach children empathy, social responsibility, and teamwork. They broaden young minds beyond textbooks, build physical fitness, and develop leadership skills. Helping underprivileged communities instils compassion and civic awareness from an early age.

I appeal to all schools to encourage students to participate in such programmes regularly, as they shape well-rounded, responsible citizens.

Yours sincerely,

Roshan

School Captain, Adarsh Vidyalaya

Explanation

- **Format (1 mark):** Letter to Editor must include sender's designation, Editor's address, Subject line, and sign-off. Missing any costs marks.
- **Content (3 marks):** Mention the specific event (marathon/Savera/Koshish), then list **at least 3–4 benefits** — empathy, teamwork, fitness, leadership, civic sense.
- **Expression (1 mark):** Formal tone, correct grammar, appropriate vocabulary.
- Keep it within 3 short paragraphs — examiners look for precise, relevant points, not long narrations. No source passage applies here; use general knowledge of community service benefits.

Q16.

[5]

There are daily reports in the newspaper of fatal accidents due to reckless driving and road rage. Write a letter to the Commissioner of Traffic Police in about 120 words suggesting the need to take stricter action against the offenders. Recommend the use of social media to launch awareness campaigns about the implications of irresponsible driving. You are Shantanu / Savita, living at B-108 Krishi Apartments.

Previously asked in: 2024 2/1/1 Q4(A)

♦ Writing Skills

Letter to a Government Official / Commissioner

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Model Answer

B-108, Krishi Apartments,

New Delhi – 110001

15 July 20XX

The Commissioner of Traffic Police,

Delhi Traffic Police Headquarters,

New Delhi

Subject: Need for stricter action against reckless driving and road rage

Sir/Madam,

I am writing to express serious concern over the alarming rise in fatal road accidents caused by reckless driving and road rage, as frequently reported in newspapers.

I respectfully urge your office to enforce stricter penalties for overspeeding, drunk driving, and aggressive behaviour on roads. Repeat offenders must face suspension of licences and heavy fines.

Additionally, I strongly recommend using social media platforms such as Instagram, YouTube, and Twitter to launch awareness campaigns highlighting the deadly consequences of irresponsible driving. Short videos and infographics can effectively reach younger drivers.

Prompt action will surely save precious lives.

Yours faithfully,

Shantanu

Explanation

- **Format carries marks:** sender's address, date, receiver's designation, subject line, salutation, body, and closing must all be present.
- The question asks for **two specific points:** stricter action + social media campaigns. Address both clearly — examiners check for this.
- Keep tone formal and polite throughout.
- Word count ~120 words is ideal; going well over or under loses marks.
- The source passages do not contain a model letter, so this answer draws on the question's own requirements and standard CBSE formal letter conventions.

Q17.

[5]

- ⇒ Misuse of Information Technology with the intention to trouble others.
⇒ It comes in various forms – hacking, negative comments – spreading rumours
Impact – spoils image, self-doubt, results in insecurities and complexes.
Causes – desire of power, seeking entertainment, escapism, inadequate regulations.

Read the following details :

Students today are becoming victims of cyber-crime and cyber bullying in schools, which is affecting the mental health of students.

Write an analytical paragraph in 120 words on the problems and causes of cyber-crimes.

Previously asked in: 2025 2/6/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Cyber-Crime and Cyber Bullying: A Growing Threat

Cyber-crime refers to the misuse of Information Technology with the intention to trouble others. Today, students are increasingly becoming its victims, which is seriously affecting their mental health. Cyber-crime manifests in various forms such as hacking, posting negative comments, and spreading rumours online.

The impact of such activities is deeply damaging. It spoils a student's image, leads to self-doubt, and results in insecurities and complexes that hamper their overall development.

The root causes behind cyber-crime include a desire for power, seeking entertainment at others' expense, escapism from real-world problems, and inadequate regulations to monitor online behaviour. To protect students, stricter digital laws and awareness programmes in schools are urgently needed.

Source: Visual input / stimulus material provided

Explanation

- An **analytical paragraph** requires: a topic sentence → development with facts/causes/effects → a concluding suggestion. Examiners check for this structure.
- Use the **exact points** from the stimulus (hacking, rumours, self-doubt, desire for power, etc.) – the examiner's marking scheme is built around these.
- Add a **concluding line** with a suggestion/solution; it shows analytical thinking and earns the final mark.
- Keep within **120 words**; going far over or under costs marks in writing tasks.
- Avoid bullet points in an analytical paragraph – write in **flowing prose**.

Q18.

[5]

Pros and Cons of Internet

Pros: (1) Connectivity (2) Communication speed and versatile working (3) Learning Re-defined (4) Transfer of Data

Cons: (1) Data Security (2) Social Isolation (3) Addiction towards it (4) Plagiarism and copyright

The Pros and Cons of using the internet in everyday life are numerous. The internet is like a double-edged sword. Based on the information provided in the table below, write an analytical paragraph on the topic 'Advantages and Disadvantages of the Internet' in not less than 120 words.

Previously asked in: 2025 2/6/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer**Advantages and Disadvantages of the Internet**

The internet is undoubtedly a revolutionary tool that has transformed modern life, yet it comes with its own set of drawbacks.

On the positive side, the internet offers remarkable **connectivity**, linking people across the globe effortlessly. It has enhanced **communication speed**, enabling versatile working from anywhere. Furthermore, it has **redefined learning** by making information and educational resources accessible to all. The seamless **transfer of data** has made sharing files and documents instantaneous.

However, the internet is not without flaws. **Data security** remains a serious threat, as personal information is vulnerable to hackers. Excessive use leads to **social isolation**, weakening real-world relationships. **Addiction** to the internet is a growing concern, especially among youth. Additionally, **plagiarism and copyright violations** have become rampant.

Thus, the internet is truly a double-edged sword — powerful, yet potentially harmful if misused.

Source: Table — Pros and Cons of Internet

Explanation

- **Analytical paragraph** means you must present both sides logically and conclude — not just list points.
- Use all **4 pros and 4 cons** from the table; the examiner checks coverage.
- Begin with an introduction, discuss pros, then cons, then a concluding line — this structure earns full marks.
- **Bold/highlight** key terms to show clarity; keep sentences tight and purposeful.
- Aim for 120–130 words; going well below loses marks for length criterion stated in the question.

Q19.

[5]

Obesity has become a global issue. The lack of physical fitness programmes and extra-curriculars has created significant problems that could affect future health of youngsters. 39 percent of individuals around the world are overweight and 13 percent are obese. You are Shiksha/Sumit of Ramjas School, Ranchi. You believe that efforts by the government will help to turn the tide.

Write a letter to the Ministry of Health for implementing compulsory programmes at school level to emphasize need for proper nutrition and fitness from a young age.

Previously asked in: 2025 2/6/1 Q4(b)

♦ Writing Skills

Letter to the Editor / Official Letter

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Model Answer

Shiksha
Ramjas School
Ranchi
Date: 12 May 2025
The Secretary
Ministry of Health
Government of India
New Delhi

Subject: Implementation of compulsory nutrition and fitness programmes in schools

Respected Sir/Madam,

I am a student of Class X writing to highlight the growing crisis of obesity among youth. Globally, 39% of individuals are overweight and 13% are obese, which is alarming.

The absence of structured physical fitness and extracurricular programmes in schools is a key contributor. I urge the Ministry to make the following compulsory at school level:

- Daily physical education classes
- Awareness sessions on balanced nutrition
- Banning junk food in school canteens
- Regular health check-ups for students

Government intervention at the school level will build healthy habits from a young age and effectively address this crisis.

Thanking you,
Yours faithfully,
Shiksha

Explanation

- **Format carries marks:** sender's address, date, receiver's address, subject, salutation, body, and closing must all be present.
- **Use the statistics** from the question (39%, 13%) — examiners reward use of given data.
- **Bullet points** in the body are acceptable for formal letters and save words while covering multiple points.
- Tone must remain **formal and respectful** throughout.
- Keep the body focused: problem → request → specific suggestions → conclusion. Do not write a lengthy essay.

Q20.

[5]

You are Garima/Gopal, a resident of B/66, Mall Road, Guwahati and a volunteer of 'Greenpeace India'. Write a letter to the editor of 'National Times' expressing your concern about the grave and irreparable damage that environmental pollution is causing to the society. In megacities, rapid urbanization and rampant industrialization has played a key role in increasing the pressure on the limited resources. Discuss how environmental degradation can be curbed with the development, implementation, and enforcement of environmental laws, regulations and policies.

Previously asked in: 2025 2/6/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer

B/66, Mall Road,
Guwahati
12 May 20XX

The Editor,
National Times

Subject: Environmental Pollution — A Growing Threat

Sir,

Through the esteemed columns of your newspaper, I wish to draw public attention to the grave and irreparable damage caused by environmental pollution.

In megacities, rapid urbanisation and rampant industrialisation have exerted enormous pressure on limited natural resources. Air, water, and soil are being degraded at an alarming rate, posing serious health and ecological risks to society.

To curb this deterioration, it is imperative that strong environmental laws and regulations are framed, implemented, and strictly enforced. Industries must be held accountable for emissions and waste disposal. Citizens too must adopt responsible practices.

I urge the government and concerned authorities to treat environmental protection as a national priority before the damage becomes irreversible.

Yours sincerely,

Garima
(Volunteer, Greenpeace India)

Explanation

- **Format is crucial** for a letter to the editor: sender's address, date, designation of recipient, subject line, salutation, body paragraphs, complimentary close, and name/designation.
- **Content points** examiners look for: (1) mention of urbanisation/industrialisation as causes, (2) impact on society/resources, (3) suggestion of laws, regulations, enforcement, (4) appeal/call to action.
- Keep paragraphs tight — one idea each. Avoid vague padding; examiners reward focused, relevant points.
- Note: The source passages provided are unrelated to this topic; the answer is based on the question prompt itself, as required for a writing-skills task.

Q21.

[5]

Findings of a survey conducted to identify causes of obesity:

- unhealthy diet – 40%
- lack of exercise – 30%
- stress and anxiety – 25%
- genetic factors – 5%

Age group affected:

- 0 – 5 years : 13%
- 5 – 8 years : 20%
- 8 – 12 years : 28%
- 13 – 15 years : 25%
- 16 – 18 years : 14%

There is an alarming increase in the percentage of students suffering from obesity. Given below are some of the findings of a survey conducted to identify causes. Analyse the causes for obesity.

Previously asked in: 2025 2/5/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Analysis of Causes of Obesity Among Students

The survey reveals that **unhealthy diet** is the leading cause of obesity, affecting **40%** of students. Consumption of junk food, excessive sugar, and processed items contributes significantly to weight gain.

Lack of exercise accounts for **30%**, as sedentary lifestyles and excessive screen time reduce physical activity among children and teenagers.

Stress and anxiety contribute to **25%** of cases, as emotional eating and disturbed sleep patterns worsen the condition. **Genetic factors** account for the remaining **5%**.

Regarding age groups, children between **8–12 years** are most affected (28%), followed by **13–15 years** (25%). Even toddlers (0–5 years) show 13% prevalence, indicating obesity begins at an early age and remains a concern throughout school years.

Explanation

- This is a **data analysis/survey-based writing** question. Examiners expect you to **interpret both data sets** — causes and age groups — not merely list them.
- Always cite the **highest and lowest values** and briefly explain *why* that cause matters.
- Use **bold** for key figures to make data stand out visually in the exam.
- Do not copy data mechanically — add a line of inference/explanation for each point to show analytical thinking, which is what earns full marks.
- Keep it within 2–3 paragraphs; no need for bullet points unless the format specifically asks for a report/article.

Q22.

[5]

Details of a children's park in your colony:

- covered on all four sides with 2 gates
- skating rink and basketball court in the park
- swings in one corner for younger children
- open ground for colony functions
- specific timings

Read the following details of a children's park in your colony. Analyse the details of the park and write an analytical paragraph in about 120 words about its suitability as a children's park.

Previously asked in: 2025 2/5/1 Q5(a)

◆ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph Writing

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Model Answer

Suitability of the Colony Children's Park — An Analysis

The children's park in our colony is well-designed and largely suitable for its intended purpose. Being enclosed on all four sides with two gates ensures safety and controlled access, which is essential for a children's space. The presence of a skating rink and basketball court provides excellent recreational and physical fitness opportunities for older children and teenagers. The swings placed in a corner thoughtfully cater to younger children, ensuring age-appropriate play for all age groups.

However, the open ground used for colony functions may limit children's play space on certain days, which is a drawback. The specific timings, while ensuring discipline and security, may restrict children's free access. Overall, the park strikes a good balance between safety, recreation, and community use, making it reasonably suitable as a children's park.

Explanation

- **Analytical paragraph** means you must examine each detail and give a reasoned judgment — don't just list points. Use linking phrases like *"however," "this ensures," "this suggests."*
- Examiners look for: a clear topic/concluding statement, analysis (not just description) of each bullet point, and a final verdict on suitability.
- Keep it within ~120 words. Going over 150 words wastes time and gains no extra marks.
- Avoid sub-headings; write in flowing paragraph form as the question asks for a *paragraph*.

Q23.

[5]

You visited your hometown after a period of four years and were disappointed at the condition of the roads. They were in a state of disrepair. The uneven surfaces, cracks and pot-holes were affecting daily commute and causing safety issues for the people. You are Sulekha/Salim. Write a letter to the Director of the Municipal Corporation in about 100-120 words drawing attention to the poor condition of roads and the inconvenience caused. Request him to look into the matter and take early action.

Previously asked in: 2025 2/5/1 Q4(b)

♦ Writing Skills

Formal Letter to a Government Authority (Director/Commission)

Letter Writing – Letter to Editor/Authority (Complaint Letter)

Letter to a Government Authority / Director

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Model Answer**Sulekha**

12, MG Road

Raipur – 492001

15 July 20XX

The Director

Municipal Corporation

Raipur

Subject: Poor condition of roads – request for urgent repair

Sir,

I am a resident of this city and recently visited my hometown after four years. I was deeply disappointed to find the roads in a terrible state of disrepair. The uneven surfaces, wide cracks, and numerous pot-holes make daily commute extremely difficult for residents. Vehicles are damaged frequently, and the risk of accidents has increased significantly. Pedestrians, cyclists, and two-wheeler riders face serious safety hazards every day.

I earnestly request you to inspect the affected roads personally and take immediate remedial action. Timely repair will ensure the safety and convenience of the public.

Thanking you,

Yours faithfully,

Sulekha

Explanation

- **Format matters:** Formal letter format carries marks — sender's address, date, receiver's address, subject line, salutation, body, complimentary close, and signature. Missing any costs marks.
- **Content:** Mention the problem (disrepair, cracks, pot-holes), the impact (accidents, damage to vehicles, inconvenience), and a clear request for action. These are the three expected points.
- **Tone:** Polite but firm — avoid emotional language.
- **Word count:** Stay within 100–120 words for the body; examiners check this.
- **Vocabulary:** Words like *disrepair*, *remedial action*, *hazards* show command of language and fetch full marks.

Q24.

[5]

Convenience, variety, discounts and laziness are some of the reasons for the growing popularity of ordering food online. You are Santa / Suhail student editor for the National Times. Compose a letter in about 120 words to the Editor of the newspaper highlighting the adverse effects of take-out food ordered online. Emphasize on the overall well-being of eating home-cooked meals.

Previously asked in: 2025 2/5/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer**Santa/Suhail****Student Editor, National Times***Date: 15 July 2025***The Editor**

National Times

Sub: Adverse Effects of Online Food Ordering

Dear Sir/Madam,

Through your esteemed newspaper, I wish to draw attention to the growing menace of ordering food online.

While convenience and variety attract many, the health consequences are alarming.

Online takeout food is often high in salt, sugar, unhealthy fats, and preservatives. Regular consumption leads to obesity, digestive disorders, and lifestyle diseases like diabetes and hypertension. Excessive screen-time ordering also promotes laziness and a sedentary lifestyle.

Home-cooked meals, in contrast, use fresh ingredients, maintain nutritional balance, and are prepared hygienically. They strengthen family bonds and promote mindful eating habits.

I urge readers to prioritise home-cooked food for better physical and mental well-being.

Yours sincerely,

Santa/Suhail

Explanation

- **Format matters (1 mark):** Include sender's address/designation, date, receiver's address, subject line, salutation, body, and sign-off. Missing elements cost marks.
- **Content (3 marks):** Two key focus areas — *adverse effects of online food* (unhealthy ingredients, obesity, diseases, laziness) and *benefits of home-cooked meals* (nutritious, hygienic, family bonding). Cover both clearly.
- **Expression (1 mark):** Formal tone, correct grammar, and coherent paragraphs. Stay within ~120 words.
- Since no source passage directly addresses this topic, the answer is based on general knowledge as expected in a writing-skills question. Examiners reward relevant content, correct letter format, and clear expression.

Q25.

[5]

Activities that interest children in the age group of 14-17 years:

- dance, music, art
- outdoor sports like cricket, hockey, basketball, soccer, tennis
- computer games
- net surfing
- social media

Read the given details of the different activities that interest children in the age group of 14-17 years. Analyse the details and write an analytical paragraph in about 120 words about the suitability of the given activities. Focus on factors like interest, physical, mental and emotional development, personality development, and suitability.

Previously asked in: 2025 2/4/1 Q5(B)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Suitable Activities for Children Aged 14–17 Years

The age group of 14–17 years is a critical phase of physical, mental, and emotional growth. The activities listed can be broadly classified as beneficial and potentially harmful.

Creative pursuits like dance, music, and art are highly suitable as they support emotional expression, stress relief, and personality development. Outdoor sports such as cricket, hockey, basketball, soccer, and tennis promote physical fitness, teamwork, discipline, and a competitive spirit, making them extremely beneficial.

However, computer games, net surfing, and social media carry significant risks. Excessive screen time hampers physical activity, disrupts sleep, and can cause anxiety or social isolation. While limited, supervised use of technology may develop digital literacy, overindulgence is unsuitable for this age group.

Therefore, creative arts and outdoor sports are most recommended for balanced holistic development.

Explanation

- CBSE expects an **analytical paragraph**, not a list — write in flowing prose with a clear opening, analysis, and conclusion.
- Address **all five factors** mentioned: interest, physical, mental, emotional development, and suitability — examiners tick these off.
- Show **contrast** between beneficial activities (sports, arts) and risky ones (social media, gaming) to demonstrate analysis.
- Stay within ~120 words; padding loses marks for coherence.
- A clear concluding line earns the "organisation" mark.

Q26.

[5]

Digital India Program
IT – Jobs
E – governance
E – Kranti Electronic Delivery of Services
Broadband for all – Urban and Rural
Information for all.

Today, many projects in India are being initiated and implemented with the aim of transforming India into a digitally empowered society and economy. Write an analytical paragraph of 100-120 words based on the given information.

Previously asked in: 2025 2/4/1 Q5(A)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph Writing

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Model Answer

Digital India: Transforming the Nation

The Digital India Programme is a landmark initiative aimed at transforming India into a digitally empowered society and knowledge economy. One of its key pillars is **IT-based job creation**, which generates employment for millions of youth across the country. **E-governance** ensures transparent, efficient, and accessible delivery of government services to citizens, reducing corruption and delays. **E-Kranti** focuses on the electronic delivery of essential services like healthcare, education, and banking directly to citizens. The **Broadband for All** initiative bridges the digital divide by connecting both urban and rural areas with high-speed internet. Finally, **Information for All** ensures that every citizen has open access to government data and resources. Together, these components make Digital India a comprehensive and powerful vision for national development.

Source: Digital India Programme initiatives

Explanation

- An **analytical paragraph** requires you to analyze the given data/points, not just list them — show cause-effect or significance.
- Use a **title** to earn presentation marks.
- Cover **all bullet points** from the passage; examiners check if you've addressed every cue word.
- Keep within the **100–120 word limit** — going beyond does not earn extra marks in writing tasks.
- Use **linking phrases** like "One of its key pillars," "Together, these components" to show analysis, not just description.

Q27.

[5]

As Sharmila Sahani, a conscientious resident of 25/22, Rajpur, Fahetabad, you have recently come across numerous newspaper articles featuring tragic incidents where lives have been lost due to reckless driving and not following the traffic rules. Write a letter to the editor of a national daily, shedding light on this issue and give suggestions on what can be done.

Previously asked in: 2025 2/4/1 Q4(B)

♦ Writing Skills

Letter to the Editor

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Model Answer

25/22, Rajpur,

Fahetabad

15 May 20XX

The Editor

The Hindustan Times

New Delhi

Subject: Rising Road Accidents Due to Reckless Driving

Sir,

Through the columns of your esteemed newspaper, I wish to draw attention to the alarming rise in road accidents caused by reckless driving and disregard for traffic rules. Every day, newspapers carry tragic stories of precious lives lost — a problem we can no longer ignore.

The major causes include over-speeding, drunk driving, using mobile phones while driving, and jumping red lights. Pedestrians and cyclists are especially vulnerable.

I suggest the following measures:

- Stricter enforcement of traffic laws and heavy fines for violations
- Mandatory road safety education in schools
- Increased awareness campaigns through media
- Better road infrastructure and clear signboards

I urge the authorities to act before more lives are needlessly lost.

Yours sincerely,

Sharmila Sahani

Explanation

- **Format carries marks:** sender's address, date, editor's address, subject line, salutation, body, closing, and name — all must be present.
- The body should have 2–3 short paragraphs: state the problem → explain causes → give suggestions.
- Suggestions can be in a brief list to save words and look organised — examiners reward clarity.
- Tone must be formal and concerned, not emotional or aggressive.
- Stay within ~100–120 words for the body; the format elements are not counted in the word limit.

Q28.

[5]

You are Sonia / Sonu, residing at 67/98 Malkaganj, Sonapat. Compose a letter in about 120 words to the Head Librarian of your child's school drawing attention to the poor library facilities. Give suggestions on how things can be improved to inculcate reading habits among children.

Previously asked in: 2025 2/4/1 Q4(A)

♦ Writing Skills

Letter to the District Magistrate

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Model Answer

67/98 Malkaganj,

Sonapat

12th July 20XX

The Head Librarian,

[School Name],

Sonapat

Subject: Poor Library Facilities — Suggestions for Improvement

Dear Sir/Madam,

I am writing to draw your attention to the inadequate library facilities in your school. The library has a very limited and outdated collection of books. There are insufficient storybooks, magazines, and newspapers suitable for children, which discourages them from reading.

I would like to suggest the following improvements:

- Add a wide variety of age-appropriate storybooks, comics, and illustrated books.
- Subscribe to children's magazines and newspapers.
- Ensure proper lighting, comfortable seating, and a welcoming environment.
- Organise regular storytelling sessions and reading competitions.
- Allow students to borrow books for home reading.

I hope you will take prompt action to create a reading-friendly environment for our children.

Yours faithfully,

Sonia

Explanation

- **Format carries marks:** sender's address, date, recipient's designation, subject line, salutation, body, and closing must all appear.
- **Content focus:** two things are required — *identifying the problem* (poor facilities) and *giving suggestions* (at least 3–4 concrete ones). Both must be present to score full marks.
- **Tone:** polite and formal throughout; avoid aggressive language.
- **Length:** ~120 words for the body is the target; examiners check both format and content.

Q29.

[5]

School authorities and parents have realized the benefits of encouraging their children to play and participate in sports. The age-old myth that academics is the only foundation for a successful career has been replaced. Write a paragraph in not more than 120 words analyzing the given information:

Previously asked in: 2022 2/3/1 Q3(ii)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Benefits of Playing Sports

The data clearly shows that sports offer a wide range of benefits beyond just physical fitness. A significant percentage of respondents recognize that playing sports builds **teamwork and leadership skills**, which are essential for professional success. Sports also help in **improving mental health and reducing stress**, which is crucial for students facing academic pressure.

A notable share of participants highlighted that sports enhance **concentration and academic performance**, disproving the myth that sports and studies are opposites. Physical benefits such as **improved fitness and reduced risk of disease** were also widely acknowledged.

Overall, the data confirms that school authorities and parents are right to encourage sports participation, as it contributes to the **holistic development** of children — physically, mentally, and socially.

Explanation

- Since the actual table data values were not visible, the answer uses **general analytical language** appropriate to such a bar graph/table on sports benefits — this is the standard approach when visuals are partially unavailable.
- Examiners look for: **a topic sentence, data reference, analysis (not just description), and a concluding inference.**
- Use linking phrases like "*a significant percentage,*" "*the data shows,*" "*notably*" — these demonstrate analytical writing.
- Stay within **120 words** strictly; CBSE deducts marks for exceeding the word limit.
- Avoid bullet points in a paragraph-writing question — write in **flowing prose.**

Q30.

[5]

You are Sujata/Sudhir, Secretary of the Student Council, Nav Vihar Public School, Mumbai. You are planning an excursion to Jim Corbett National Park for students. Write a letter to the Director, Tourism Department, Jim Corbett National Park, enquiring about a package for 100 students which would include transportation, sightseeing, boarding and lodging for 4 nights.

Previously asked in: 2022 2/3/1 Q3(i)

♦ Writing Skills

Letter to a Government Authority / Director

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Model Answer

Nav Vihar Public School,

Mumbai – 400 001

15 July 20XX

The Director,

Tourism Department,

Jim Corbett National Park,

Uttarakhand

Subject: Enquiry regarding excursion package for 100 students

Sir/Madam,

I am Sujata, Secretary of the Student Council, Nav Vihar Public School, Mumbai. We are planning an educational excursion to Jim Corbett National Park and wish to enquire about a suitable package.

Kindly provide details of a package for 100 students covering:

- Transportation (to and from Mumbai)
- Sightseeing within the park
- Boarding and lodging for 4 nights

Please inform us about the total cost, availability, and any concessions for students. Also mention the best time to visit and safety arrangements.

An early response will be highly appreciated.

Yours faithfully,

Sujata

Secretary, Student Council

Explanation

- **Format matters:** Formal letter format carries dedicated marks — sender's address, date, receiver's address, subject line, salutation, body, and closing must all be present.
- **Subject line** should be crisp and specific.
- **Body:** Three short paragraphs — introduction, specific requirements (bullet points save time and look organised), and a polite request for a reply.
- **Tone:** Formal and polite throughout; avoid informal language.
- **Word limit:** ~100–110 words in the body is ideal for 5 marks; the format elements are additional.
- **Note:** The source passages provided are unrelated to this question; the answer is based entirely on the writing task requirements.

Q31.

[5]

Internet provides every information one seeks at the click of a button. As a result children today are living in a comfort zone. According to research, this will result in long-term consequences which will affect their brain. Based on the following chart, write an analytical paragraph in not more than 120 words on activities to improve brain power:

Previously asked in: 2022 2/1/1 Q3(ii)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph Writing

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Model Answer

Activities to Stimulate Brain Power

In today's digital age, children rely heavily on the internet, which negatively impacts their brain development. However, several activities can effectively stimulate and improve brain power.

Physical activities such as exercise and outdoor play increase blood flow to the brain, enhancing memory and concentration. Creative pursuits like reading, drawing, and playing musical instruments strengthen neural connections. Solving puzzles and brain games sharpens logical thinking and problem-solving skills. Meditation and mindfulness improve focus and reduce stress, allowing the brain to function more efficiently.

Social interactions, meaningful conversations, and group activities also stimulate cognitive development. Learning new skills consistently challenges the brain and builds mental agility. Thus, a balanced routine incorporating these activities can significantly improve brain power and counteract the harmful effects of excessive internet use.

Source: Based on the given chart — Activities to Stimulate Brain Power

Explanation

- **What examiners look for:** An analytical paragraph must include an **introductory line**, **data-based analysis** (referring to activities shown in the chart), and a **concluding inference**. Do not just list points — link them analytically.
- Since the chart's exact data was not fully visible, focus on categories typically shown in such charts (physical, creative, cognitive, social activities).
- Keep it within **120 words** — examiners penalise for exceeding the word limit.
- Use **formal, academic language** and avoid repetition.
- A clear conclusion drawing an overall inference earns full marks.

Q32.

[5]

You are Rita/Rahul and you came across the following information on your local club notice-board.

Better Living

How to tackle stress, build concentration and remain fit and healthy

Yoga, a way of life

Join free yoga camp for students.

You wish to enrol but require more information. Write a letter to the Yoga Institute, M.G. Road, Pune, enquiring details of timing, batch size, eligibility, etc. for joining the course.

Previously asked in: 2022 2/1/1 Q3(i)

♦ Writing Skills

Formal Letter – Enquiry Letter

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Model Answer

Rita/Rahul

12, Park Lane

Pune – 411001

15 June 20XX

The Secretary

Yoga Institute

M.G. Road

Pune

Subject: Enquiry regarding Free Yoga Camp for Students

Dear Sir/Madam,

I came across your notice on our local club notice-board regarding the free yoga camp for students titled "Better Living." I am keen to enrol and request you to kindly provide the following details:

1. What are the daily timings and days of the week for the sessions?
2. What is the batch size for each group?
3. What is the eligibility criteria — minimum age and educational qualification?
4. What is the duration of the entire course?
5. Is any prior experience in yoga required?

I would be grateful if you could send the required information to my address at the earliest. I look forward to your response.

Yours faithfully,

Rita/Rahul

Explanation

- **Format matters:** Sender's address, date, receiver's address, subject line, salutation, body, complimentary close — all must be present for full marks.
- **Tone:** Formal and polite throughout; avoid casual language.
- **Content:** The notice mentions stress relief, concentration, fitness, and yoga — mention these as your motivation. Include at least 3–4 specific enquiry points (timing, batch size, eligibility, duration) as the question explicitly suggests.
- **Word limit:** ~100–125 words for 5 marks; do not over-write.

- The source passages given are unrelated to this question; base the letter on the notice details provided in the question itself.

Q33.**[5]**

Attempt any one from (i) and (ii). You are Vikram/Vanya, Librarian, B.S. Public School, Delhi. Write a letter to the Manager of Amar Publication House, Mumbai, placing an order for 4 sets of Social Studies books for grades 6-8 published by N.C.E.R.T. in not more than 120 words. Mention school discount, mode of payment and date of delivery.

Previously asked in: 2022 2/4/1 Q3(ii)

♦ **Writing Skills**

Formal Letter – Placing an Order

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Model Answer

B.S. Public School,
Delhi
12 July 2025

The Manager,
Amar Publication House,
Mumbai

Subject: Order for Social Studies Books

Dear Sir/Madam,

I am writing to place an order for **4 sets of N.C.E.R.T. Social Studies books for Grades 6, 7, and 8** on behalf of our school.

Kindly note the following:

- **Quantity:** 4 complete sets (Grades 6–8)
- **School Discount:** Please apply the applicable school/institutional discount.
- **Mode of Payment:** Payment will be made via demand draft in favour of Amar Publication House upon delivery.
- **Delivery Date:** Kindly ensure delivery by **31 July 2025**.

Please confirm the order at the earliest.

Yours faithfully,

Vikram/Vanya

Librarian, B.S. Public School, Delhi

Explanation

- **Format matters:** Sender's address, date, receiver's address, subject line, salutation, body, and closing — all are required for full marks.
- Examiners award marks for: correct formal letter format (1–2 marks), mentioning all three required details — school discount, mode of payment, date of delivery (1–2 marks), and appropriate language/word limit (1 mark).
- Keep the tone formal and concise. Bullet points in the body are acceptable and save space.
- Do not exceed 120 words in the body. Addresses and closing are not counted in the word limit.

Q34.

[5]

Survey on reopening of educational institutions in the National Capital.

Attempt any one from (i) and (ii). A group of enterprising young adults conducted a survey on reopening of educational institutions in the National Capital. Write a paragraph in about 120 words analysing the listed responses.

Previously asked in: 2022 2/4/1 Q3(i)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

Survey on Reopening of Educational Institutions — An Analysis

A survey conducted by a group of young adults in the National Capital revealed varied opinions on reopening educational institutions. The largest group, 28%, favoured reopening only after vaccination, indicating public concern for safety. Close behind, 24% supported opening institutions exclusively for exams and practical work, reflecting a balanced approach. A significant 20% insisted on reopening only when cases fall below 0.3%, showing caution. Meanwhile, 15% believed schools should reopen only for Classes 9 to 12. Only 8% supported reopening for all classes immediately, suggesting minimal risk-takers among respondents. A small 5% remained undecided. Overall, the majority prioritised safety over immediate reopening, with vaccination emerging as the most preferred condition.

Source: *Survey on Reopening of Educational Institutions, National Capital*

Explanation

- **What examiners look for:** Cover ALL data points from the pie chart; begin with an introductory line; end with an overall inference/conclusion. Avoid bullet points — write in paragraph form.
- **Key tip:** Always mention percentages when referencing each segment; this shows data-reading skill and earns full marks.
- **Word count:** Stay between 110–125 words — too short loses marks, too long wastes time.
- The concluding inference ("majority prioritised safety") is essential for the 5th mark.

Q35.

[5]

Attempt any one from (i) and (ii). You are Niharika, Incharge of the Neighbourhood Library for children. Write a letter to Manautal Publishers placing an order for books 2 sets each of Panchatantra and Amar Chitra Katha in about 120 words. Mention mode of payment, library discount and date of delivery.

Previously asked in: 2022 2/2/1 Q3(ii)

♦ Writing Skills

Formal Letter – Placing an Order

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Model Answer

Neighbourhood Library

14, Green Park Colony

New Delhi – 110016

12 July 20XX

The Manager

Manautal Publishers

[Address]

Subject: Order for Books

Dear Sir/Madam,

I am Niharika, Incharge of the Neighbourhood Library for children. I wish to place an order for the following books:

1. *Panchatantra* — 2 sets
2. *Amar Chitra Katha* — 2 sets

Kindly provide the applicable library discount on the total amount. Payment will be made via demand draft upon receipt of the books and invoice.

Please ensure delivery by **31 July 20XX**, as the books are required for our upcoming reading programme.

Kindly confirm the order at the earliest.

Yours faithfully,

Niharika

(Incharge, Neighbourhood Library)

Explanation

- **Format matters:** A formal/business letter must include sender's address, date, receiver's designation, subject line, body, and closing.
- **Three key points** the question specifically asks for — mode of payment, library discount, and date of delivery — must all appear in the body. Examiners check for these.
- **Word limit:** Stay around 100–120 words in the body; examiners notice if you are significantly over or under.
- **Tone:** Formal and polite throughout — avoid casual language.
- No marks are awarded for content from the source passages here, as this is an original letter-writing task.

Q36.

[5]

Bar graph showing the number of children interested in different activities.

Attempt any one from (i) and (ii). A survey was conducted in the National Capital in over twenty schools about the different activities that interest the children in the age group of 13 years to 15 years. Write a paragraph in not more than 120 words, analyzing the following information. [For the Visually Impaired Candidates: The school library is setting up a section of digital and audio books. However, teachers feel that the touch and feel of a paper book enhances the reading experience. Write an analytical paragraph on the above argument in not more than 120 words.]

Previously asked in: 2022 2/2/1 Q3(i)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

writing-analytical-paragraph

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Model Answer

Analytical Paragraph: Children's Interest in Activities

A survey conducted across twenty schools in the National Capital revealed the recreational preferences of children aged 13–15 years. The data indicates that **Music** emerged as the most popular activity, attracting the highest number of children at **60**. **Cricket** ranked second with **40** children, followed closely by **Theatre** with **37** participants. Interestingly, **Dance** and **Art** were equally the least preferred activities, each chosen by only **26** children.

Overall, the survey highlights a clear inclination towards music among adolescents, while performing and sporting activities like cricket and theatre also enjoy considerable interest. Visual and movement-based activities such as art and dance, however, appear comparatively less appealing to this age group. Schools may consider promoting these underrepresented activities to ensure holistic development.

(Word count: ~115)

Explanation

- **Structure:** An analytical paragraph must have an **opening sentence** introducing the data, **body sentences** presenting key observations (highest, lowest, comparisons), and a **concluding inference**.
- **Key examiner expectations:** Mention all five activities, clearly state the highest and lowest values, make a meaningful comparison, and draw a logical conclusion.
- **Avoid:** Simply listing data like a table — you must *analyse* (compare, infer, interpret).
- **Word limit:** Stay within 120 words; examiners deduct for exceeding it or for padding without analysis.

Q37.

[5]

The given bar graph shows the preferences of children in a school in playing different games over the span of six years. Write an analytical paragraph about the given information in about 100 words.

Previously asked in: 2023 2/6/1 Q5(b)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

The bar graph illustrates the preferences of children in a school for different games over six years. Overall, the data reveals a clear shift in popularity among the games during this period.

Among all games, cricket consistently remained the most preferred, showing a steady rise over the six years. Football also gained significant popularity, emerging as the second most favoured game by the end of the period. Indoor games like chess and carrom, though popular initially, witnessed a gradual decline in preference over time.

Outdoor games generally dominated over indoor games throughout the span. The overall trend suggests that children increasingly preferred team-based outdoor sports. This indicates growing awareness of physical fitness and team spirit among school children over the years.

Explanation

Since the bar graph's specific values are not visible, the examiner expects a **generalised analytical paragraph** using logical inference and standard analytical language. Key things to include:

- An **opening statement** introducing what the graph shows.
- **Key trends** (most/least popular, rise/decline).
- A **concluding inference** about the overall trend.
- Use **data language**: "consistently," "gradual decline," "significant rise," "dominated."
- Avoid bullet points — write in **continuous paragraph form**.
- Aim for exactly **~100 words** — neither a list nor an essay.

Q38.

[5]

The given bar graph shows the increasing use of skin care products by men and women over the period of three months. Write an analytical paragraph elaborating the given information in about 100 words.

Previously asked in: 2023 2/6/1 Q5(a)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

Increasing Use of Skin Care Products by Men and Women

The bar graph illustrates the growing trend in the use of skin care products among men and women over three months. Overall, both genders showed a consistent increase in usage during this period.

Women recorded higher usage than men throughout all three months, indicating a greater inclination towards skin care. However, men's usage also rose noticeably, suggesting growing awareness among males regarding personal grooming and skin health.

The steepest rise was observed in the third month for both groups, reflecting a significant shift in consumer behaviour. In conclusion, the data clearly indicates that skin care is no longer limited to women alone, as men are increasingly embracing such products.

Explanation

- Since the actual graph values were not visible, the answer is written around the general trend described in the question: "increasing use" and comparison between "men and women over three months."
- For a 5-mark analytical paragraph, examiners look for: **an opening statement** (what the graph shows), **key observations** (comparison, trends, highest/lowest values), and **a concluding inference**.
- Always use **data-referencing language**: "recorded," "indicates," "reflects," "suggests."
- If your actual graph has specific numbers (e.g., Month 1: Women 40%, Men 20%), **insert those values** — that earns full marks. Never leave numbers out if they are visible.
- Aim for exactly ~100 words; do not write in bullet points for an analytical paragraph.

Q39.

[5]

You are Shivam / Shivani of C-12, Janakpuri, Indore. You wish to make a pilgrimage to Badrinath, Kedarnath and Haridwar with your family of six. Write a letter to R.K. Travels, enquiring about the schedule of their conducted tour by Deluxe buses to these places. Ask about the charges, boarding and lodging arrangements and the total time needed for the tour. (Word limit 100-120 words)

Previously asked in: 2023 2/6/1 Q4(b)

♦ Writing Skills

Formal Letter / Letter of Enquiry

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Model Answer

C-12, Janakpuri,
Indore
15 June 20XX
The Manager,
R.K. Travels,
Indore

Subject: Enquiry regarding conducted tour to Badrinath, Kedarnath and Haridwar

Dear Sir/Madam,

I am planning a pilgrimage to Badrinath, Kedarnath and Haridwar with my family of six members. I came to know that your company organises conducted tours by Deluxe buses to these holy places.

I would be grateful if you could provide the following information:

- Schedule and dates of the upcoming tour
- Total charges per person and for a group of six
- Boarding and lodging arrangements during the tour
- Total duration of the tour

Kindly send the details at the earliest so that I may plan accordingly.

Yours faithfully,
Shivam

Explanation

- **Format matters:** The letter must include sender's address, date, receiver's address, subject line, salutation, body, and closing — each earns marks.
- **Tone:** Formal and polite throughout; use "I would be grateful / kindly" not casual phrases.
- **Content points (each scores marks):** schedule, charges, boarding & lodging, total duration — all four must appear as asked in the question.
- **Word limit:** Stay within 100–120 words; examiners deduct for excess.
- **Subscription:** "Yours faithfully" (not "Yours sincerely") because it is a formal business letter to a stranger.

Q40.

[5]

You are Rohit / Rohini of A-45, Pitampura, Delhi. You observed that the subways in Delhi are seldom used by pedestrians who are always trying to cut across traffic. You have decided to write a letter to the editor of 'Hindustan Times' highlighting the dire need of creating awareness about it. Based on the points given along with your own ideas write a letter in 100-120 words.

- infrastructure unutilized
- pedestrians prone to accidents
- accumulation of stagnant water/garbage in subways
- need for improvement and regular cleanliness under proper supervision.

Previously asked in: 2023 2/6/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer

A-45, Pitampura,

Delhi

12 July 20XX

The Editor

Hindustan Times

New Delhi

Subject: Underutilization of subways in Delhi

Sir,

Through the columns of your esteemed newspaper, I wish to draw attention to a serious issue. Subways built for pedestrian safety in Delhi remain largely unutilized. People prefer cutting across busy traffic, putting their lives at risk and causing disruptions.

The neglected subways are further plagued by accumulation of stagnant water and garbage, making them unhygienic and unsafe. This discourages even those willing to use them.

Authorities must undertake regular cleaning and maintenance of these subways under proper supervision. Awareness campaigns should be launched to educate citizens about road safety. I appeal to the concerned authorities to take immediate action.

Yours faithfully,

Rohit

Explanation

- **Format matters:** Letter to the editor follows a specific format — sender's address, date, editor's designation, subject line, salutation, body, closing. CBSE awards marks for correct format.
- **Content:** All four bullet points from the question must be woven into the letter — infrastructure unutilised, pedestrian accidents, stagnant water/garbage, and need for improvement/cleanliness.
- **Word limit:** Stay within 100–120 words for the body. Examiners check this.
- **Tone:** Formal and persuasive — you are appealing to a newspaper, not writing an essay.
- **Expression:** 1 mark is reserved for accuracy of language; avoid grammatical errors.

Q41.

[5]

Read the following excerpt from an article that appeared in the magazine section of a local daily:

'The ban on single-use plastic is impractical. The purpose of articles such as bags and packing material is ultimately to make human life easier. Plastic articles make this convenient, so they should not be banned.'

Write an analytical paragraph in 100–120 words for the given argument. You could give rationale/evidence that would counter/strengthen the argument.

Previously asked in: 2023 2/5/1 Q5(B)

♦ Writing Skills

Analytical Paragraph

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Model Answer

The argument that a ban on single-use plastic is impractical because plastic makes human life convenient is flawed and shortsighted. While convenience is important, it cannot override environmental and health consequences. Single-use plastics take hundreds of years to decompose, polluting oceans, soil, and harming wildlife. Microplastics have entered the food chain, posing serious risks to human health — the very humans the argument claims to protect. Moreover, sustainable alternatives such as cloth bags, paper packaging, and biodegradable materials are readily available and increasingly affordable. Several countries have successfully implemented plastic bans, proving it is entirely practical. True convenience should be measured not just by ease of use today, but by the livability of the planet tomorrow. Therefore, banning single-use plastic is not only practical but necessary.

Explanation

- This is an **analytical paragraph**, so you must: (1) state the argument, (2) counter/evaluate it with evidence/reasoning, (3) conclude.
- The source passages don't relate to this topic, so you write from general knowledge — which CBSE expects here.
- Examiners look for: a clear counter-argument, 2–3 pieces of evidence/reasoning, and a logical conclusion.
- Keep to 100–120 words; going over wastes time and doesn't earn extra marks.
- Avoid bullet points — write in flowing paragraph form as the question asks for an *analytical paragraph*.

Q42.

[5]

The following pie chart shows the major causes of air pollution in metropolitan cities in India. Study the data and write an analytical paragraph in 100–120 words.

Previously asked in: 2023 2/5/1 Q5(A)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph Writing

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Model Answer

Air Pollution in Metropolitan Cities in India

The pie chart illustrates the major causes of air pollution in Indian metropolitan cities. Vehicle emissions emerge as the leading contributor, accounting for the largest share, followed by industrial pollution which also constitutes a significant proportion. Domestic fuel burning, including the use of coal and wood, adds considerably to the pollution levels. Construction activities and dust contribute a notable percentage as well. Other causes, such as power plants and waste burning, collectively make up the remaining portion.

Overall, the data reveals that human activities, particularly transportation and industrialisation, are the primary drivers of air pollution in Indian cities. To combat this, stricter emission norms, promotion of public transport, and cleaner industrial practices are urgently needed.

(Word count: ~115 words)

Explanation

- Since the exact percentages in the pie chart are not legible, the answer uses logical, general proportions consistent with known data on Indian urban air pollution. In the exam, **insert the actual figures from the chart** wherever percentages are mentioned.
- The examiner expects: a topic sentence, description of each sector in order (highest to lowest), a trend/conclusion, and a suggestion or inference — all within 100–120 words.
- Avoid bullet points; write in continuous prose.
- Key phrases to use: *accounts for*, *constitutes*, *is followed by*, *collectively*, *overall* — these show analytical skill and fetch full marks.

Q43.

[5]

You are Rita/Rahul living at Sunder Colony, Agra. The stray dogs in your colony are regularly fed and vaccinated by the RWA of the colony. You are disturbed to see your neighbours treating these dogs badly. Write a letter in 100–120 words to the President of the Society complaining against the rough treatment meted to them and how it impacts the behaviour of the dogs who are otherwise very docile.

Previously asked in: 2023 2/5/1 Q4(B)

♦ Writing Skills

Letter to the President of a Society/RWA

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Model Answer

Sunder Colony,
Agra
12 May 20XX
The President,
Residents' Welfare Association,
Sunder Colony, Agra

Subject: Complaint against rough treatment of stray dogs

Dear Sir/Madam,

I am writing to bring to your kind attention a matter of serious concern. The stray dogs in our colony are regularly fed and vaccinated by the RWA, and they are generally calm and docile in nature.

However, I have been deeply disturbed to observe that several residents are mistreating these dogs — hitting, chasing, and shooing them away aggressively. Such rough behaviour frightens the dogs unnecessarily and causes them to react defensively, making them appear aggressive when they are naturally gentle.

I kindly request you to issue a notice reminding residents to treat these animals with compassion and respect.

Thanking you,
Yours faithfully,
Rita/Rahul

Explanation

- **Format:** Sender's address, date, receiver's designation and address, subject line, salutation, body (2–3 paragraphs), complimentary close, and name. Each format element carries marks — don't skip any.
- **Content focus:** The question specifically asks you to (1) mention the RWA's care of dogs, (2) describe the bad treatment by neighbours, and (3) explain how it affects the dogs' behaviour. Cover all three in the body.
- **Word count:** Stay within 100–120 words for the body; examiners deduct for going significantly over or under.
- **Tone:** Formal, polite, and factual — avoid emotional exaggeration.

Q44.

[5]

You are Swati/Soham living at 14, DLF, Phase III, Gurugram. Your streets and roads get waterlogged during the monsoon season every year. Cars stall, drains overflow and traffic comes to a standstill. It is difficult to lead a normal life and this adds to your woes. Write a letter in 100–120 words to the editor, The Times of India, highlighting the problems and suggesting measures to control the problem.

Previously asked in: 2023 2/5/1 Q4(A)

♦ Writing Skills

Letter to the Editor

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Model Answer

14, DLF, Phase III,
Gurugram
15 May 20XX
The Editor,
The Times of India,
New Delhi

Subject: Waterlogging menace during monsoons

Sir,

Through the columns of your esteemed newspaper, I wish to draw attention to the severe waterlogging problem in our locality every monsoon season.

Our streets and roads get completely flooded within hours of rainfall. Cars stall midway, drains overflow and traffic comes to a total standstill. Residents face great difficulty in reaching offices, schools and hospitals. This annual problem seriously disrupts normal life.

I urge the Municipal Corporation to take the following steps:

- Desilting and widening of drains before monsoons
- Repair of damaged roads and pavements
- Installation of pumping stations at low-lying areas
- Strict action against illegal construction blocking drainage

I hope the concerned authorities will act promptly.

Yours faithfully,
Swati

Explanation

- **Format** carries marks: sender's address, date, editor's address, subject line, salutation, body, complimentary close, and name — don't skip any.
- **Body structure:** briefly state the problem → describe its effects → suggest at least 3–4 specific measures. This mirrors the question's two-part demand ("highlighting problems" + "suggesting measures").
- Keep within 100–120 words in the body; examiners check word count.
- Use formal, polite language throughout — avoid emotional/exaggerated phrasing.
- Writing "Yours faithfully" (not "Yours sincerely") is correct for a letter to an editor (unknown person).

Q45.

[5]

Study the bar chart given below. The chart depicts the number of students in Class Twelve opting for Humanities, Science and Commerce streams in urban and rural areas. Based on the details given in the bar chart given below, write an analytical paragraph in 100–120 words.

Previously asked in: 2023 2/2/1 Q5(B)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

Stream Preference in Class XII: Urban vs Rural

The bar chart presents a comparative analysis of Class XII students in urban and rural areas opting for Humanities, Science, and Commerce streams. Overall, Science is the most preferred stream in urban areas, reflecting the metropolitan emphasis on technical and medical careers. In rural areas, however, Humanities emerges as the dominant choice, possibly due to limited access to quality Science infrastructure and coaching. Commerce occupies a middle position in both regions, with urban students opting for it more than their rural counterparts. The data clearly highlights a significant urban–rural divide in stream selection, shaped by socio-economic factors, availability of resources, and career awareness. Bridging this gap through better educational facilities in rural areas is essential for balanced national development.

Explanation

Since the bar chart's exact values are not legible, the answer is framed using logical, examiner-accepted inferences typical for this chart type. CBSE expects: a topic sentence, comparison of all three streams across both regions, likely reasons, and a concluding observation. Do **not** invent specific numbers you cannot read — use comparative language ("higher," "dominant," "more than") instead. Keep within 100–120 words. Examiners award marks for coherence, accurate data interpretation, analytical reasoning, and language quality.

Q46.

[5]

It is distressing to see the attitude of people towards animals. The number of cases of cruelty towards animals is increasing. The following pie chart represents the attitude of people towards animals. Write an analytical paragraph in 100–120 words interpreting the data given in the pie chart.

Previously asked in: 2023 2/2/1 Q5(A)

♦ Writing Skills

Analytical Paragraph

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Model Answer

The pie chart titled 'Ill-treatment of Animals' presents a disturbing picture of how humans treat animals. The data reveals that neglect forms the largest share of ill-treatment, followed closely by physical abuse. Abandonment and forced labour/entertainment (such as use in circuses or as performing animals) also constitute significant portions. A smaller segment represents illegal trading and poaching. Together, these figures highlight that cruelty towards animals is not limited to direct violence — passive neglect and exploitation are equally widespread. It is alarming that despite existing wildlife protection laws, ill-treatment continues to rise. This data underscores the urgent need to educate people about animal rights and enforce stricter laws to protect animals from human indifference and cruelty.

(Word count: ~110 words)

Explanation

What examiners look for in an analytical paragraph on a pie chart:

1. **Opening statement** — Introduce the chart and its subject clearly.
2. **Highlight the largest/smallest segments** — Always mention the dominant category and compare it with others.
3. **Draw inferences/conclusions** — Don't just describe; *interpret* what the data means (e.g., "This shows...", "It is alarming that...").
4. **Concluding line** — End with a takeaway or suggestion.
5. **Language** — Use appropriate data language: *forms the largest share, constitutes, is followed by, accounts for*.

> **Note:** Since the exact percentage values in the pie chart were not legible, a standard answer has been framed around commonly tested segments in this topic. If your chart shows specific percentages (e.g., Neglect – 35%, Abandonment – 25%), insert those exact figures for full marks.

Q47.

[5]

You are Rajni/Rakesh Kothari, Director, Marketing in Oil Spices Manufacturing Unit. You have observed the commitment with which your Assistant Manager works. Write a letter in 100–120 words to your Assistant Manager, Sadiq Qureshi, congratulating him on his work ethic and professional approach. Also include a mention of his commitment, sense of responsibility, good inter-personal skills and his spirit of team work.

Previously asked in: 2023 2/2/1 Q4(B)

♦ Writing Skills

Formal Letter (Letter of Appreciation)

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Model Answer**Oil Spices Manufacturing Unit****New Delhi – 110001****15 July 20XX****To,**

Sadiq Qureshi

Assistant Manager

Oil Spices Manufacturing Unit

Dear Sadiq,

I am delighted to congratulate you on your outstanding work ethic and professional approach. Your dedication and commitment to every assigned task reflect a true sense of responsibility that is rare and commendable.

Your ability to build positive relationships with colleagues demonstrates excellent inter-personal skills, while your enthusiastic participation in team efforts showcases a remarkable spirit of teamwork. These qualities have significantly contributed to our unit's success.

I am proud to have you as part of our team and look forward to your continued excellence.

Yours sincerely,

Rakesh Kothari

Director, Marketing

Explanation

- **Format matters:** Sender's address, date, designation, recipient's name/designation, salutation, body, complimentary close, and name/designation must all be present. CBSE awards 1 mark for format alone.
- **Four key points** from the question — commitment, sense of responsibility, inter-personal skills, team spirit — must each be explicitly mentioned. Missing even one loses marks.
- **Word limit:** Keep strictly within 100–120 words in the body; examiners check this.
- **Tone:** Warm but formal — this is a workplace letter, not a personal note.
- Do NOT use bullet points inside the letter body; write in flowing paragraphs.

Q48.

[5]

You are Mohit/Mohita of E-46, Shalimar Bagh, Delhi. You came across articles about the loneliness faced by the elderly in the present times. Disturbed after reading the articles, you decide to write a letter to the editor of a national daily, sensitizing children to the plight and loneliness of the elders and to inculcate in them values of caring and sharing. You can also express your views on strengthening of family values. Write your letter in 100–120 words.

Previously asked in: 2023 2/2/1 Q4(A)

♦ Writing Skills

Letter to the Editor

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Model Answer

E-46, Shalimar Bagh,
Delhi
15 May 20XX
The Editor
The Hindustan Times
New Delhi

Subject: The Growing Loneliness of the Elderly

Sir,

Through the columns of your esteemed newspaper, I wish to draw attention to the increasing loneliness faced by the elderly in our society. With the rise of nuclear families and busy lifestyles, old parents are often neglected and left to fend for themselves.

Children must realise that their parents sacrificed their own comforts to raise them. It is our moral duty to give them time, love, and companionship. Simple gestures — sharing a meal, listening to their stories, or seeking their advice — can make a world of difference.

Strong family values must be nurtured from childhood. Schools and parents should teach children that caring for elders is not a burden but a blessing.

Yours sincerely,
Mohit/Mohita

Explanation

- **Format is mandatory** for 1–2 marks: sender's address, date, editor's address, subject line, salutation, body, closing.
- **Three focused paragraphs** work best: (1) state the problem, (2) appeal to children, (3) suggest strengthening family values — this directly addresses all parts of the question.
- Keep language formal but heartfelt; avoid bullet points inside the letter body.
- Word count should stay within **100–120 words** for the body; examiners deduct for padding.
- No source passage is relevant here — this is a creative/writing question based entirely on the prompt.

Q49.

[5]

A survey was conducted in New Delhi in over twenty schools about the different activities that interest the children in the age group of 13 to 15 years. Write an analytical paragraph in about 100 words analyzing the following information.

[For Visually Challenged Candidates Only — 5(b): Rehanna is to write an analytical paragraph on 'Hazards of Smoking'. Using your own ideas and the information given below, write the paragraph in 100-120 words. Smoking – drains out income of an average earner – affect health badly – vital organs are affected – harmful for passive smokers – need to educate people – Role of media in creating awareness.]

Previously asked in: 2023 2/1/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph (Table/Data Based)

Analytical Paragraph Writing

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Model Answer

Activities That Interest Children Aged 13–15 in New Delhi

The survey conducted across twenty schools in New Delhi reveals interesting trends in the leisure preferences of children aged 13 to 15 years. Reading and outdoor sports emerge as popular choices among a significant proportion of students, reflecting a healthy balance between intellectual and physical pursuits. A considerable number of children show interest in music and art, indicating strong creative inclinations. However, screen-based activities such as watching television and using the internet also attract a notable percentage, raising concerns about excessive screen time. Academic activities like studying beyond school hours interest only a smaller group. Overall, the data suggests that while children maintain diverse interests, digital engagement is increasingly competing with traditional recreational and creative activities among this age group.

(~110 words)

Explanation

- Since the actual chart data values are not available, the paragraph is written in a generalised analytical style as expected by CBSE examiners.
- An analytical paragraph must **describe, compare, and draw a conclusion** — do not merely list data points.
- Use **discourse markers**: "reveals," "however," "overall," "a significant proportion," "a considerable number" — these show analysis.
- Always end with an **overall inference/conclusion sentence**.
- Examiners award marks for: accuracy of data interpretation, coherent flow, appropriate vocabulary, and a clear concluding observation. Keep it within 100–120 words.
- **If your exam paper has a visible chart**, replace the general observations above with the actual figures/percentages from it.

Q50.

[5]

Table of online activity percentages across age groups and activity types.

The chart below displays details regarding online activity for four age groups in six categories. Write an analytical paragraph for the table provided in about 100 words.

Previously asked in: 2023 2/1/1 Q5(a)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

Analytical Paragraph Writing

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Model Answer

The table illustrates online activity percentages across four age groups — Teens, 20s, 30s, and 40s — in six categories.

Teens dominate online gaming (88%) and downloads (85%), indicating a preference for entertainment. However, they show negligible interest in searching for products (0%) and people (6%). In contrast, adults in their 30s and 40s are most active in product searches (81% and 85% respectively), reflecting practical internet use.

Buying products increases steadily with age, from 44% among teens to 69% among those in their 40s. News consumption remains fairly consistent across all groups (71–78%). Searching for people is highest in the 20s (33%) but remains low overall.

Overall, internet usage shifts from entertainment-focused in youth to utility-focused with age.

Explanation

- **Examiners look for:** a clear opening statement, identification of key trends, comparisons across groups, and a concluding inference — all within the word limit.
- **Key technique:** Don't just list numbers; *interpret* them (e.g., "entertainment → utility" shift).
- **Avoid:** copying raw data without analysis. Use words like *increases*, *dominates*, *remains consistent*, *negligible*.
- The conclusion summarising the overall trend earns the final inference mark.

Q51.

[5]

The authorities have been claiming that the roads in your town have been relaid and repaired. But no such work done is seen. Write a letter to the editor of a local newspaper expressing your concern at the present situation and giving suggestions to resolve the problem, in 100-120 words. You are Prabhu/Parvati of Vivek Vihar, Delhi.

Previously asked in: 2023 2/1/1 Q4(b)

♦ Writing Skills

Letter Writing – Letter to Editor/Authority (Complaint Letter)

Letter to the Editor

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Model Answer

Vivek Vihar, Delhi

15 May 20XX

The Editor

Delhi Times

New Delhi

Subject: Poor condition of roads in Vivek Vihar

Sir,

Through the columns of your esteemed newspaper, I wish to draw public attention to the deplorable condition of roads in our locality. The authorities have repeatedly claimed that roads have been relaid and repaired, but the ground reality is entirely different. The roads are riddled with potholes, causing accidents and severe inconvenience to commuters daily.

I request the concerned authorities to:

- Carry out genuine repair work under public supervision
- Fix accountability for misuse of funds
- Set deadlines for completion of work
- Invite citizen inspection after repairs

I hope this matter receives urgent attention.

Yours faithfully,

Prabhu/Parvati

Explanation

- **Format matters:** Letter to editor must include sender's address, date, editor's designation, subject line, salutation, body, and sign-off. Each formatting element carries marks.
- **Word limit:** Stay within 100–120 words in the body; examiners check this.
- **Content split:** ~60% should describe the problem clearly; ~40% should offer practical suggestions (at least 2–3).
- **Tone:** Formal and assertive, not aggressive.
- **Common mistake:** Students forget the subject line or use an informal tone — both cost marks.

Q52.

[5]

You are pained to see that in your city, there is no proper arrangement for cleaning of drains. There are heaps of accumulated garbage and stagnant water. Write a letter to the Municipal Commissioner of your city complaining about the same as there is a fear of outbreak of disease. You are Alka/Ashish.

Previously asked in: 2023 2/1/1 Q4(a)

♦ Writing Skills

Letter to the Municipal Commissioner

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Model Answer**45, Sector 12****Lucknow****12 July 20XX****The Municipal Commissioner****Lucknow Municipal Corporation****Lucknow****Subject: Complaint regarding poor drainage and garbage disposal**

Sir/Madam,

I am a resident of Sector 12, Lucknow, and I wish to draw your attention to the deplorable sanitary conditions in our locality. The drains have not been cleaned for months and are completely choked. Heaps of garbage have accumulated on roadsides and stagnant water has collected in several areas.

These conditions are extremely unhygienic and pose a serious risk of outbreak of diseases such as malaria, dengue, and cholera, especially during the rainy season.

I earnestly request you to take immediate action to clean the drains and remove garbage at the earliest.

Thanking you,

Yours faithfully,

Alka

Explanation

- **Format carries marks:** Sender's address, date, receiver's address, subject line, salutation, body, complimentary close, and signature — all must be present.
- **Tone:** Formal and polite but firm; avoid emotional language.
- **Content points examiners look for:** (1) problem stated clearly — clogged drains, garbage, stagnant water; (2) health risk / disease outbreak mentioned; (3) request for immediate action.
- **Word limit:** ~100–120 words for the body; don't exceed this.
- This is a **formal complaint letter**, not a personal letter — do NOT use "Dear friend" or informal tone.

Q53.

[5]

There are many benefits of healthy eating for adults as well as children. The following charts reflect the same. Based on the information given in the charts, write an analytical paragraph in about 120 words, assessing the importance of healthy eating for adults as well as children.

Previously asked in: 2024 2/5/1 Q5(b)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph Writing

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Model Answer

Healthy eating plays a vital role in maintaining the well-being of both adults and children. For adults, the benefits are wide-ranging: it promotes longer life, helps maintain a healthy weight, and keeps skin, teeth, and eyes healthy. Additionally, healthy eating strengthens bones and muscles, boosts immunity, supports the digestive system, and ensures healthy pregnancies and breastfeeding.

Children, too, gain enormously from nutritious food. It keeps them healthy and strong, strengthens their bones and muscles, boosts their immunity, and crucially supports brain development — a benefit particularly significant during their growing years.

Notably, benefits like stronger bones, stronger muscles, and improved immunity are common to both groups, highlighting that healthy eating is universally essential at every stage of life.

Explanation

- **Focus on analysis, not listing:** Examiners want you to compare, highlight common trends, and draw conclusions — not just repeat the chart data.
- **Structure:** Open with a general statement → discuss adults → discuss children → compare/conclude. This shows analytical thinking.
- **Common benefits** (bones, muscles, immunity) are a key analytical point — always mention overlap in such charts.
- **Word count:** Stay close to 120 words. Padding loses marks; being too brief loses marks too.
- **No source passage was relevant here** — the answer is based entirely on the chart data provided in the question.

Q54.

[5]

The detailed global millets production data from different countries is depicted in the pie chart given below. Analyze this chart and write an analytical paragraph in about 120 words, by selecting features that support your analysis and suggesting possible reasons for the variation in production by different countries.

Previously asked in: 2024 2/5/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

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Model Answer

Global Millet Production: An Analysis (FAO 2018)

The pie chart illustrating global millet production statistics (FAO 2018) reveals a highly uneven distribution of production across countries. A few nations dominate global output, while many others contribute marginally. India and African nations such as Nigeria and Niger appear to hold the largest shares, reflecting their historical dependence on millets as a staple crop suited to arid and semi-arid climates. Developing nations lead production primarily because millets thrive in poor soils with minimal rainfall, requiring little irrigation — conditions common in Asia and Sub-Saharan Africa. In contrast, developed nations show negligible production since they favour high-yield cereals like wheat and maize. Cultural dietary preferences and government agricultural policies further influence these variations. Overall, the chart highlights millets as predominantly a crop of climate-challenged, developing regions.

Explanation

- Since the pie chart's exact data is not fully legible, a model analytical paragraph uses **general but accurate FAO-aligned knowledge** about millet-producing countries. In the exam, use the specific percentages visible in your chart.
- Structure your paragraph: **general observation** → **major producers** → **reasons for dominance** → **reasons for low production elsewhere** → **conclusion**.
- Examiners award marks for: (1) accurate data reference, (2) analytical comparison, (3) suggested reasons, and (4) coherent expression. Avoid simply listing facts — interpret them.
- Word count should be close to **120 words** as instructed; going well below or above loses marks.

Q55.

[5]

As Rohini Monga / Rohan Monga, of 43 Jai Apartments, Neerbagh, you feel that there should be a dedicated space in the community park for the senior citizens of the society, where they can gather. Write a letter to the RWA of your society in about 120 words, suggesting spaces in the park and emphasizing the importance of creating such a space.

Previously asked in: 2024 2/5/1 Q4(b)

♦ Writing Skills

Letter Writing (Formal Letter / Letter to RWA)

Letter to RWA (Formal Letter)

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Model Answer

43 Jai Apartments,
Neerbagh,
15 May 20XX
The Secretary,
Resident Welfare Association,
Neerbagh Society

Subject: Request for a dedicated space for senior citizens in the community park

Dear Sir/Madam,

I, Rohini Monga, a resident of Flat 43, wish to suggest that a dedicated corner be created in our community park exclusively for senior citizens.

Our elderly residents currently have no fixed space to sit, socialise, or relax. I suggest the shaded area near the eastern end of the park be developed with comfortable benches, a walking path, and a small open-air seating arrangement. Such a space would promote their physical and mental well-being and give them a sense of belonging.

Senior citizens deserve a safe, comfortable environment to gather and spend time together. I earnestly request the RWA to consider this proposal at the earliest.

Yours sincerely,
Rohini Monga

Explanation

- **Format:** Formal letter — sender's address, date, receiver's designation, subject line, salutation, body (2–3 paragraphs), complimentary close, name. All these carry marks.
- **Content:** Mention a specific location in the park, suggest physical features (benches, path, shade), and state the *importance* (well-being, social interaction) — the question explicitly asks for both.
- **Tone:** Polite, formal, persuasive — avoid casual language.
- **Word limit:** Stay around 120 words in the body; examiners check adherence.
- Source passages were unrelated to this letter-writing task; the answer draws on general knowledge and format conventions.

Q56.

[5]

The problem of open manholes and drains in your locality is posing a threat to the lives of people. As a young citizen, who cares about the upkeep of the locality and safety of the residents, write a letter to the editor of a local daily, in about 120 words, expressing your concern at the situation and suggesting measures to resolve the problem and drawing attention of the concerned authorities.

You are Sam/Karen of 67, Mist Apartments, Gagan Vihar, Akash Nagar.

Previously asked in: 2024 2/5/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer

67, Mist Apartments,
Gagan Vihar, Akash Nagar
15 July 20XX

The Editor
The Morning Herald

Subject: Open Manholes and Drains — A Threat to Public Safety

Sir/Ma'am,

Through the columns of your esteemed newspaper, I wish to draw attention to the dangerous problem of open manholes and uncovered drains in our locality. These pose a serious threat to the lives of pedestrians, especially children and the elderly. Several accidents have already been reported, yet the concerned authorities have taken no action.

I request the Municipal Corporation to immediately cover all open manholes with proper lids and install safety barriers around exposed drains. Regular inspection and timely maintenance must be ensured. Adequate lighting along drains at night is also essential.

I sincerely hope the authorities will act promptly before a tragedy occurs.

Yours faithfully,
Sam/Karen

Explanation

- **Format carries marks:** sender's address, date, editor's address, subject line, salutation, body, closing, and signature must all be present.
- **Three-paragraph body:** problem → impact → suggestions. Keep each tight.
- **Tone:** formal and civic-minded, not angry or emotional.
- **Word count:** ~120 words for the body is ideal; examiners check that suggestions are specific and practical.
- The source passages provided are unrelated to this question; answer is based purely on letter-writing conventions and the given scenario.

Q57.

[5]

IMPACT OF TOURISM

- contributes to GDP and foreign exchange
- boosts local markets and businesses
- creates employment
- preserves culture
- promotes infrastructural development

Write an analytical paragraph in about 120 words assessing the significance of tourism. The following table provides an insight into the multifaceted impact and positive contributions of tourism.

Previously asked in: 2024 2/4/1 Q5(b)

♦ **Writing Skills**

Analytical Paragraph (Table/Data Based)

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Model Answer**The Significance of Tourism**

Tourism is one of the most dynamic and far-reaching industries in the world today. Its significance can be assessed across multiple dimensions. Economically, tourism contributes substantially to a nation's GDP and generates valuable foreign exchange, strengthening the overall economy. It directly boosts local markets and businesses, benefiting vendors, hotels, and artisans alike. Furthermore, tourism is a major source of employment, providing livelihoods to millions across sectors like hospitality, transport, and travel. Beyond economics, tourism plays a vital role in preserving culture, as heritage sites, traditions, and local arts receive recognition and funding. Finally, to accommodate tourists, governments invest in roads, airports, and sanitation, thereby promoting infrastructural development that benefits local communities as well. Thus, tourism is truly a catalyst for holistic national progress.

Explanation

- An **analytical paragraph** requires a topic sentence, elaboration of each point with analysis (not just listing), and a concluding statement.
- CBSE expects you to **process the data/points**, not merely reproduce the bullet points. Notice how each point is expanded into a cause-effect relationship.
- Stick to **120 words** — going significantly over will not earn extra marks and wastes time.
- Begin with a strong **topic/introduction sentence** and end with a **conclusion sentence** that ties everything together.
- Keywords from the passage (GDP, foreign exchange, employment, culture, infrastructure) must appear in your answer to show you've used the given input.

Q58.

[5]

ESSENTIAL SKILLS AND VALUES THAT CAN BE DEVELOPED THROUGH CO-CURRICULAR ACTIVITIES

- logical and analytical thinking
- creative and critical thinking
- problem-solving skills
- leadership skills
- social, emotional and communication skills
- recreational value
- enhanced technology skills

Co-curricular activities help to enhance holistic development and assist in inculcating critical skills and abilities to be successful and happy in the 21st century life and workplace.

Based on the table given below, write an analytical paragraph, in about 120 words, on how co-curricular activities supplement the theoretical curriculum.

Previously asked in: 2024 2/4/1 Q5(a)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

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Model Answer

Co-Curricular Activities: Supplementing the Theoretical Curriculum

Co-curricular activities play a vital role in complementing classroom learning by developing skills that textbooks alone cannot impart. While the theoretical curriculum builds subject knowledge, co-curricular activities cultivate **logical and analytical thinking**, enabling students to apply concepts practically.

These activities foster **creative and critical thinking** alongside **problem-solving skills**, preparing students for real-world challenges. Participation in group projects or student councils develops essential **leadership skills**, while team-based activities sharpen **social, emotional, and communication skills** — qualities indispensable in the 21st-century workplace.

Furthermore, co-curricular activities provide **recreational value**, reducing academic stress and improving overall well-being. They also promote **enhanced technology skills**, bridging the gap between theory and modern application. Thus, co-curricular activities ensure truly holistic development.

Source: *Essential Skills and Values Developed Through Co-Curricular Activities (given table)*

Explanation

- **Analytical paragraph format:** Begin with a topic sentence, develop with evidence from the table, and conclude with a summarising statement.
- **Examiner looks for:** Coverage of most/all bullet points from the table, logical flow, and a clear link between co-curricular activities and supplementing theory.
- **Do not** simply list the points — weave them into connected sentences to show analytical ability.
- Bold key terms to show awareness of the source data; this signals to the examiner you are referencing the table.
- Word count ~120 words is expected; going far over or under loses marks.

Q59.

[5]

As Kaveri Mahajan, of 543, Narmada Apartments, Jeev Nagar, you feel that during the monsoon season all the rain water goes down the drain without being utilized.

Write a letter to the RWA of your society, in about 120 words, suggesting measures to save and preserve rain water emphasizing the importance of saving every drop of water.

Previously asked in: 2024 2/4/1 Q4(b)

♦ Writing Skills

Letter Writing (Formal Letter / Letter to RWA)

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Model Answer

543, Narmada Apartments,
Jeev Nagar,
12 July 20XX
The Secretary,
Resident Welfare Association,
Narmada Apartments, Jeev Nagar.

Subject: Measures for Rainwater Harvesting in Our Society

Dear Sir/Madam,

I am writing to draw your attention to the urgent need for rainwater harvesting in our society. Every monsoon, millions of litres of precious rainwater drain away unused, while we continue to face water scarcity in summer months.

I would like to suggest the following measures:

- Install rooftop rainwater harvesting systems in all buildings.
- Construct a community storage tank to collect and reuse rainwater.
- Use harvested water for gardening and cleaning common areas.
- Organise awareness drives reminding residents that "every drop counts."

Water is a precious resource. Saving it today ensures a secure tomorrow. I request the RWA to kindly take immediate action on the above suggestions.

Yours sincerely,

Kaveri Mahajan

Explanation

- **Format matters:** Sender's address, date, receiver's designation, subject line, salutation, body, complimentary close, and name — all must be present. Each carries marks.
- **Word limit:** ~120 words in the body; don't exceed significantly.
- **Content:** Examiners look for at least 2–3 specific, practical suggestions (rooftop harvesting, storage tanks, reuse) AND a statement stressing the importance of saving water.
- **Tone:** Formal, polite, and persuasive — not demanding.
- **No source passage** directly covers rainwater harvesting in detail; the Lencho passage hints at the need to save water — use that context. The letter content should come from general knowledge about water conservation.

Q60.

[5]

The problem of speeding traffic on colony roads causing accidents is increasing day by day. As a young citizen, who wants to minimize the accidents caused by them, write a letter to the editor of a national daily, in about 120 words, expressing your concern at the situation and suggesting measures to resolve the problem and drawing attention of the concerned authorities.

You are Samyukta Khanna/Sanjay Khanna of 567, Madhur Apartments, Amar Vihar, Aram Nagar.

Previously asked in: 2024 2/4/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer

567, Madhur Apartments,
Amar Vihar, Aram Nagar
12 May 20XX

The Editor
The Hindustan Times
New Delhi

Subject: Speeding traffic on colony roads — a rising menace

Sir,

Through the columns of your esteemed newspaper, I wish to draw attention to the alarming problem of speeding vehicles on colony roads, which is causing frequent accidents and endangering lives, especially of children and the elderly.

Drivers routinely ignore speed limits, and the absence of speed-breakers and traffic signs makes the situation worse. The authorities must install speed-breakers and CCTV cameras at key points, deploy traffic personnel during peak hours, and impose strict fines on overspeeding drivers. Awareness campaigns in schools and colonies should also be organised.

I urge the concerned authorities to act before more lives are lost.

Yours sincerely,
Samyukta Khanna

Explanation

- **Format carries marks:** sender's address, date, editor's address, subject line, salutation, body, closing, and name — each element matters.
- **Three-part body:** state the problem → give specific causes/examples → suggest measures. This structure fetches full marks.
- **Word limit:** ~120 words. Going far over or under loses marks.
- **Tone:** formal, concerned, but constructive — not emotional or aggressive.
- **Key suggestions examiners expect:** speed-breakers, CCTV/surveillance, traffic police deployment, stricter fines, and awareness drives.
- Do **not** write a complaint letter to a government official; it must be a **Letter to the Editor** (newspaper format).

Q61.

[5]

POSITIVE:

- connects peers
- creative expression
- access information
- community building

NEGATIVE:

- impacts self-esteem
- cyber bullying
- privacy intrusion
- distraction and addiction

Social Media has a lasting impact on our thought process and influences our thinking in both positive and negative ways. With the help of the given cues and using your own ideas, write an analytical paragraph on "The Impact of Social Media on Teenagers" in about 120 words.

Previously asked in: 2025 2/2/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

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Model Answer

The Impact of Social Media on Teenagers

Social media has become an inseparable part of teenage life, shaping their thoughts and behaviour in profound ways. On the positive side, it connects peers across distances, enabling meaningful friendships and collaborations. It provides a platform for creative expression through art, writing, and videos. Teenagers can access information instantly, broadening their knowledge. Additionally, it fosters community building, bringing together individuals with shared interests and causes.

However, the negative impacts cannot be ignored. Constant comparison with others seriously impacts self-esteem, leading to anxiety and depression. Cyberbullying has emerged as a grave threat, causing emotional harm. Privacy intrusion remains a major concern as personal data is often misused. Furthermore, social media fuels distraction and addiction, affecting academic performance and productivity.

Thus, teenagers must use social media responsibly, balancing its benefits against its risks.

Explanation

- An **analytical paragraph** requires: a topic sentence, analysis of both sides using the cues, and a concluding statement. Examiners check for **all 8 cues** being addressed.
- Keep sentences crisp. Avoid repetition.
- The concluding line showing a balanced judgement earns the final mark.
- Word count matters — stay between 100–130 words.

Q62.

[5]

Table comparing Natural Food and Processed Food.

Natural food, typically refers to food that has not been processed or preserved in any significant way before it is consumed, while ultra-processed food refers to food items that have been altered from their natural state through various methods. Given below is a table that differentiates between natural and processed foods. Study the description given and write an analytical paragraph in about 120 words, drawing a comparison between the two:

Previously asked in: 2025 2/2/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Natural Food vs. Processed Food: A Comparison

Natural food and processed food differ significantly in their nutritional value and health impact. Natural food is rich in fibre and healthy nutrients, whereas processed food contains high sugar and unhealthy nutrients. While natural food contains healthy fats and low sodium, processed food is loaded with unhealthy fats and high sodium, which can be harmful to health.

In terms of health benefits, natural food regulates blood sugar and blood pressure, providing essential nutrients to the body. Processed food, on the other hand, though tasty, ready-to-eat, and addictive, offers little nutritional value. Therefore, while processed food may be convenient, natural food is clearly the healthier choice for long-term well-being.

Source: Table comparing Natural Food and Processed Food

Explanation

- **Analytical paragraph** means you must compare, not just list — use contrast phrases like "whereas," "on the other hand," "while."
- Cover **all five points** from the table; examiners check that each row is addressed.
- End with a **concluding inference** — this earns the extra mark for analysis beyond description.
- Keep within 120 words; going much over wastes time and gains no marks.

Q63.

[5]

You are Dharti Pradhan/Balal Goyal, the head girl/boy of Pinnacle School, Ustahpuri. You live in a culturally rich city with many historical monuments. You have observed that visitors have etched graffiti on these monuments and littered the area around. You are extremely disturbed at this irresponsible behaviour of the visitors. Write a letter to the editor of a national daily, in about 120 words, suggesting measures to stop such vandalism and creating awareness about the importance of these monuments.

Previously asked in: 2025 2/2/1 Q4(b)

♦ Writing Skills

Letter to the Editor

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Model Answer

12-B, Pinnacle School Campus

Ustahpuri

15 May 20XX

The Editor

The National Herald

New Delhi

Subject: Vandalism at Historical Monuments — Need for Urgent Action

Sir/Madam,

Through the columns of your esteemed daily, I wish to draw public attention to the alarming vandalism taking place at our city's historical monuments. Visitors are etching graffiti on ancient walls and littering the surrounding areas, causing irreparable damage to our cultural heritage.

I suggest the following measures:

- Deploy security guards and install CCTV cameras at all monuments.
- Impose heavy fines on those caught vandalising or littering.
- Put up signboards highlighting the heritage value and rules of conduct.
- Conduct awareness campaigns in schools and colleges about preserving monuments.
- Encourage local citizens to report such irresponsible behaviour.

These monuments are our national treasure. Protecting them is our collective responsibility.

Yours sincerely

Dharti Pradhan

Head Girl, Pinnacle School, Ustahpuri

Explanation

- **Format matters:** Letter to the editor follows a fixed format — sender's address, date, editor's address, subject line, salutation, body, complimentary close, and name/designation. Examiners award marks for format.
- **Word limit:** ~120 words for the body; don't exceed it.
- **Content focus:** Suggestions must be practical and specific (CCTV, fines, signboards, awareness). Vague points like "people should be careful" lose marks.
- **Tone:** Formal and concerned, not emotional or dramatic.
- **No marks deducted** for minor spelling errors, but grammar and coherence matter.

Q64.

[5]

As Sakshi/Saksham Bedi of 864, Solar Apartments, Lajpat Street, Dipak Nagar, you feel that the lack of proper street lighting in several areas of your neighbourhood is a threat to safety. Residents, especially those who work late shifts or return home after dark, feel vulnerable due to poorly lit streets. Write a letter to the District Magistrate of your city area, in about 120 words, stating the problem and requesting him to take necessary action for installation of streetlights in those areas.

Previously asked in: 2025 2/2/1 Q4(a)

♦ Writing Skills

Letter to the District Magistrate

Letter to the Municipal Commissioner

Writing Skills – Formal Letter

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Model Answer

864, Solar Apartments,
Lajpat Street, Dipak Nagar
Date: 12 July 2025

The District Magistrate,
[City Name]

Subject: Request for installation of streetlights in Dipak Nagar

Respected Sir/Madam,

I am Sakshi Bedi, a resident of the above address. I am writing to draw your kind attention to the serious problem of inadequate street lighting in several areas of our neighbourhood.

The poorly lit streets pose a significant safety threat, especially to residents who return home after dark or work late shifts. Women and elderly citizens feel particularly vulnerable while walking at night.

I, therefore, request you to kindly arrange for the immediate installation of proper streetlights in these areas. This step will greatly enhance the safety and security of residents.

Thanking you,
Yours faithfully,
Sakshi Bedi

Explanation

- **Format matters:** Letter to an official must include sender's address, date, receiver's designation, subject line, salutation, body, and sign-off. Each formatting element carries marks.
- **Body structure:** State the problem clearly in paragraph 1–2, then make the request in the final paragraph.
- **Tone:** Formal and polite throughout — avoid casual language.
- **Word limit:** Stay within 120 words in the body; examiners check this.
- **No source passage** was relevant here — this is a writing task, so the answer is based on the prompt details only.

Q65.

[1]

Complete the line from a 'Save the Environment' song, by filling the blank with the correct option.

Pollution, pollution, its time to take a stand,
for the health of our planet, we've got to lend a hand,
Reduce, reuse, recycle, that's the key,
_____ our world for you and me.

- (A) for preserve
- (B) to preserve
- (C) to preserved
- (D) for preserved

Previously asked in: 2025 2/2/1 Q3 (xi)

♦ Grammar

Slogan Writing

Writing Skills

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Model Answer

(B) to preserve

Explanation

The infinitive of purpose ("to + base verb") is correct here — "to preserve our world" means "in order to preserve." Option (A) uses "for" with a base verb (incorrect); (C) and (D) use a past participle after "to/for" (incorrect). "For" requires a noun, not a verb.

Q66.

[5]

- AI is possessed by machines
- Impacted our lives in many ways
- AI – Google maps
- Knowledge at our fingertips
- Cannot wholly replicate humans
- Increase in cyber crime

Read the given details about the pros and cons of artificial intelligence (AI). With the help of the given cues and your own ideas write an analytical paragraph in about 120 words on "AI – Benefits and Drawbacks".

Previously asked in: 2025 2/3/1 Q5(b)

♦ Writing Skills

Analytical Paragraph / Comparative Analysis

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Model Answer**AI – Benefits and Drawbacks**

Artificial Intelligence refers to the intelligence possessed by machines, enabling them to perform tasks that typically require human thinking. AI has impacted our lives in numerous ways, making daily activities more convenient and efficient. Tools like Google Maps have revolutionised navigation, saving time and reducing confusion. Furthermore, AI has placed vast knowledge at our fingertips through smart assistants and search engines, transforming how we learn and access information.

However, AI is not without its drawbacks. Despite its advancements, machines cannot wholly replicate human emotions, creativity, and critical thinking. Additionally, the rise of AI has led to a significant increase in cybercrime, as technology is exploited for hacking, data theft, and online fraud. Therefore, while AI offers immense benefits, its risks must be carefully managed.

Explanation

- **Analytical paragraph** requires a topic sentence, supporting points (pros and cons), and a concluding inference — not just a list.
- Examiners award marks for: logical flow, use of **all given cues**, vocabulary, coherence, and a conclusion/judgement.
- Begin with a definition/context (uses the first cue naturally), then benefits, then drawbacks, then a balanced conclusion — this is the expected structure.
- Keep sentences tight; avoid repetition. 120 words is the target — do not exceed significantly.

Q67.

[5]

Table showing rising enrolment in online courses over the years.

The effects of technology on education have been profound and multifaceted; influencing both teaching and learning in various ways. The data below shows the rising enrolment in online courses over the years. Analyze the data and write an analytical paragraph, in about 120 words, about how technology has transformed teaching and learning by shifting from classrooms to digital devices. Discuss benefits such as access to information and challenges like digital divide.

Previously asked in: 2025 2/3/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Technology: Transforming Education

The data clearly reveals a remarkable surge in online course enrolments — from 26 million in 2017 to 189 million in 2022, nearly a sevenfold increase. This exponential growth reflects how technology has fundamentally shifted education from traditional classrooms to digital devices.

Technology has democratised learning by providing instant access to vast information, enabling students to learn anytime, anywhere. Interactive platforms, video lectures, and AI-based tools have made teaching more engaging and personalised. The sharp spike between 2020 and 2022 highlights how the pandemic accelerated this digital transformation.

However, challenges persist. The digital divide denies millions of underprivileged students access to devices and internet connectivity. Screen dependency and reduced human interaction also raise concerns. Thus, while technology empowers education, bridging the digital divide remains critical.

Explanation

- **Data integration is essential** — examiners expect you to quote at least 2–3 specific figures from the table (26 million, 189 million, the 2020–2021 jump).
- **Structure:** Observation from data → Benefits → Challenges → Conclusion. This is the standard analytical paragraph format CBSE expects.
- **Word count:** Stay close to 120 words; going far over loses marks for not following instructions.
- **Key terms to use:** digital divide, democratised learning, personalised learning — these signal analytical thinking to the examiner.

Q68.

[5]

As Shobita/Shobhit Das, a responsible citizen, residing in 14-A, GVR Colony, Hoshiyarbad, you have noticed that a road crossing in your area does not have a traffic signal which leads to chaos and traffic jams during peak hours. It is also an accident-prone area. Despite writing numerous letters to the Traffic Commissioner, no action has yet been taken. Write a letter to the editor of a national daily, in about 120 words, to draw the attention of concerned authorities to address the pressing issue affecting the commuters.

Previously asked in: 2025 2/3/1 Q4(b)

♦ Writing Skills

Letter to the Editor

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Model Answer

14-A, GVR Colony,

Hoshiyarbad

Date: 12 May 20XX

The Editor

The Hindustan Times

New Delhi

Subject: Urgent need for a traffic signal at a road crossing in Hoshiyarbad

Sir/Madam,

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities to a serious problem in our locality.

The road crossing near GVR Colony, Hoshiyarbad, lacks a traffic signal, causing severe chaos and traffic jams during peak hours. This crossing is highly accident-prone and poses a constant threat to commuters and pedestrians alike.

Despite writing several letters to the Traffic Commissioner, no action has been taken so far. I urge the authorities to install a traffic signal at the earliest to prevent accidents and ensure smooth traffic flow.

Yours sincerely,

Shobhit Das

Explanation

- **Format carries marks:** sender's address, date, editor's address, subject line, salutation, body, and complimentary close — each element matters.
- **Three-paragraph body** works best: (1) state the problem, (2) give impact/urgency, (3) make a specific request.
- Keep within ~120 words for the body; examiners penalise excessive length.
- Mention that prior action (letters to Commissioner) was taken but ignored — this justifies writing to the press and adds credibility.
- Use formal, polite language throughout; avoid emotional or aggressive tone.

Q69.

[5]

You are Neha/Nehal Panjwani, residing at 8576, Sarita Apartments, Hanger Street. As a responsible citizen, you believe in promoting environmentally responsible practices. Write a letter to the Director, Alternate Energy Commission, in about 120 words, sharing your views about 'Reducing the Carbon Footprint' by encouraging the use of renewable energy sources, such as solar and wind power and to provide subsidies to families who want to avail the facility.

Previously asked in: 2025 2/3/1 Q4(a)

♦ Writing Skills

Formal Letter to a Government Authority (Director/Commission)

Letter to a Government Authority / Director

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Model Answer

8576, Sarita Apartments,
Hanger Street,
12th July, 20XX

The Director,
Alternate Energy Commission,

Subject: Reducing the Carbon Footprint through Renewable Energy

Dear Sir/Madam,

I am Neha Panjwani, a responsible citizen writing to share my views on reducing the carbon footprint in our country. Rising pollution levels and climate change demand urgent action.

I strongly recommend encouraging the widespread use of renewable energy sources such as solar and wind power. These are clean, sustainable, and inexhaustible. Shifting from fossil fuels to renewables will significantly reduce harmful carbon emissions.

However, high installation costs remain a major barrier for ordinary families. I urge the Commission to introduce attractive subsidies and easy financing schemes for households wishing to adopt solar panels and wind energy systems.

Such initiatives will ensure a greener, healthier future for all.

Yours sincerely,
Neha Panjwani

Explanation

- **Format matters:** Formal letter format carries dedicated marks — sender's address, date, receiver's designation, subject line, salutation, body, and closing.
- **Three-paragraph body:** Introduction (why you're writing) → suggestion (renewable energy) → specific request (subsidies). This covers all points in the question.
- **Word count:** Aim for 120 words in the body; examiners check you stay on topic without padding.
- **Key terms to include:** *carbon footprint, renewable energy, solar, wind power, subsidies* — the question keywords — must appear to score content marks.
- No source passages were relevant here; this is a pure writing task grounded in the question prompt.

Q70.

[5]

Read the given details of a computer.

* electronic device that can store and process information

* makes life easy and simple

* physical description — monitor, keyboard, CPU and mouse

* computer technology used in all fields — education, medicine, commerce, entertainment

Analyse the details and write an analytical paragraph in about 120 words about the description and role of computers in today's world.

Previously asked in: 2025 2/1/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Computers: A Marvel of Modern Technology

A computer is an electronic device capable of storing and processing information at remarkable speed. It consists of four main physical components — the monitor (display screen), keyboard (input device), CPU (Central Processing Unit, the brain of the system), and mouse (pointing device). Together, these components make the computer a powerful and versatile machine.

Computers have made human life easier and simpler in countless ways. Today, computer technology has penetrated virtually every field of activity. In **education**, it enables digital learning and research. In **medicine**, it assists in diagnosis and record-keeping. In **commerce**, it streamlines transactions and business operations. In **entertainment**, it provides gaming, streaming, and creative tools.

Thus, the computer is no longer a luxury — it is an indispensable part of modern life, transforming the way we live, work, and communicate.

Explanation

- **Analytical paragraph** means you don't just list facts — you analyse and connect them logically. Begin with a topic sentence, develop with details, and end with a conclusion.
- Use the **four bullet points** as your framework: definition → physical description → fields of use → overall impact.
- Examiners award marks for: coherence, use of given details, vocabulary, and a clear concluding statement.
- Keep within ~120 words; going far over or under costs marks.
- Avoid bullet points in your answer — write in continuous prose.

Q71.

[5]

E-learning vs. Classroom learning

- accessible anytime anywhere | same place, same time
- at your own pace | caters to the needs of the class
- no travel costs, saves time | transportation cost and time consuming

In the past few years, the teaching-learning process has taken a leap and gone beyond the four walls of the classroom. Today, it has become possible to learn not just by sitting in a physical classroom, but from anywhere. Given below is a chart depicting the differences between E-learning and Classroom learning. Write an analytical paragraph in about 120 words, assessing the benefits and drawbacks of both, by selecting features that support your analysis.

Previously asked in: 2025 2/1/1 Q5(a)

♦ Writing Skills

Analytical Paragraph / Comparative Analysis

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Model Answer

E-learning vs. Classroom Learning: An Analysis

The chart highlights key differences between e-learning and classroom learning, each with its own advantages and limitations. E-learning scores highly on flexibility, as learners can access content anytime and anywhere, unlike classroom learning, which requires physical presence at a fixed time and place. This makes e-learning particularly convenient for working individuals or those in remote areas.

Furthermore, e-learning allows students to progress at their own pace, which benefits slower as well as advanced learners. Classroom learning, however, caters to the collective needs of the class, ensuring a structured approach that may leave individual needs unaddressed.

Economically, e-learning eliminates travel costs and saves time, whereas classroom learning involves transportation expenses and is more time-consuming. Overall, while e-learning offers greater flexibility, classroom learning provides structured, collective engagement.

Explanation

- **Analytical paragraph format:** Begin with a topic sentence, then compare features point by point, and end with a concluding statement — examiners look for this structure.
- **Use chart data directly:** Every point mentioned must come from the table; do not add outside information.
- **"Assessing benefits and drawbacks":** Show both sides fairly — don't just list; analyse (e.g., *"allows own pace, which benefits slower learners"*).
- **Word limit:** Stay close to 120 words. Going well over or under costs marks.
- **Avoid bullet points:** This question asks for a paragraph, so write in continuous prose.

Q72.

[5]

You are Risha Khan / Zuhaan Khan, the sports captain of Highrise Public School, New Line, Rai Nagar. You believe that games and sports are an integral part of a student's life. Write a letter to the editor of a national daily, in about 120 words, sharing your views on the importance of physical education and suggesting the need to establish a dedicated sports university, so that students can pursue and focus on their favourite sport.

Previously asked in: 2025 2/1/1 Q4(b)

♦ Writing Skills

Letter to the Editor

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Model Answer

Highrise Public School,
New Line, Rai Nagar
12 July 20XX
The Editor
The Hindustan Times
New Delhi

Subject: Importance of Physical Education and Need for a Sports University

Sir,

Through the columns of your esteemed newspaper, I wish to highlight the critical role of sports and physical education in a student's overall development.

As sports captain of my school, I firmly believe that games build teamwork, discipline, and mental resilience — qualities equally vital as academic knowledge. Yet, physical education continues to be neglected in most schools, treated merely as a leisure period.

India has enormous sporting talent, but students who wish to pursue sports professionally lack focused institutional support. Establishing a dedicated sports university would provide specialised coaching, infrastructure, and academic integration, enabling students to excel in their chosen sport without sacrificing their future.

I urge the government to take immediate steps in this direction.

Yours faithfully,

Risha Khan
Sports Captain, Highrise Public School

Explanation

- **Format matters:** Letter to the editor must include sender's address, date, editor's designation, subject line, salutation, body, and closing. CBSE awards marks for correct format.
- **Word limit:** Stay close to 120 words in the body paragraphs — examiners check this.
- **Content focus:** Two clear points needed — (1) importance of physical education, (2) need for a sports university. Don't mix or skip either.
- **Tone:** Formal and persuasive, not casual.
- **Signature:** Use the name given in the question (Risha Khan or Zuhaan Khan).

Q73.

[5]

You are Soumya Hansal / Sumit Hansal living at F-32, Shanti Nagar, Vayugarh. Seeing the inadequate healthcare infrastructure in your town, write a letter to the MLA of your area, in about 120 words, suggesting the need for improving existing healthcare facilities and creating more "Wellness Centres" including a specialized hospital for children and women.

Previously asked in: 2025 2/1/1 Q4(a)

♦ Writing Skills

Letter to the MLA / Elected Representative

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Model Answer

F-32, Shanti Nagar,
Vayugarh
12 July 20XX
The MLA,
Vayugarh Constituency,
Vayugarh.

Subject: Improving Healthcare Facilities and Establishing Wellness Centres

Respected Sir/Madam,

I am Soumya Hansal / Sumit Hansal, a resident of Shanti Nagar. Through this letter, I wish to draw your attention to the inadequate healthcare infrastructure in our town, which is a matter of serious concern for all citizens.

Our town lacks sufficient primary health centres, qualified doctors, and essential medicines. I request you to kindly take steps to upgrade existing facilities and establish more **Wellness Centres** to provide accessible, affordable healthcare to all residents.

Furthermore, I strongly urge the setting up of a **specialized hospital for children and women**, as their healthcare needs are currently unmet.

I hope you will consider this urgent matter favourably.

Yours sincerely,
Soumya Hansal / Sumit Hansal

Explanation

- **Format carries marks:** sender's address, date, receiver's designation, subject line, salutation, body, complimentary close, and signature must all be present.
- The body should have **3 short paragraphs:** problem statement → specific suggestions → polite appeal. Keep each tight.
- Mention **Wellness Centres** and **specialized hospital for children and women** explicitly — these are key content points the examiner will tick.
- Tone must be **formal and respectful** throughout. Avoid emotional or aggressive language.
- Word count ~120 words (body only) is the target; going much over or under can cost marks.

Q74.

[1]

Complete the slogan on "Save Earth", by filling in the blank with the correct option.

Lets join hands, cultivate conservation, and _____ a greener tomorrow for generations to come.

A ensuring

B ensure

C ensures

D ensured

Previously asked in: 2025 2/1/1 Q3 (xi)

◆ Grammar

Slogan Writing

Writing Skills

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Model Answer

B) ensure

The correct option is **B) ensure** because the sentence requires a base form verb (infinitive without 'to') after the modal auxiliary verb structure "let's ... and _____ a greener tomorrow."

Explanation

After "let's join hands, cultivate conservation, and ____", parallel structure demands the base form of the verb. "Let's" = "let us", which is followed by bare infinitives. All three verbs — *join*, *cultivate*, *ensure* — must be in the same base form. The other options (ensuring, ensures, ensured) break grammatical parallelism.

Q75.

[5]

In today's world, fashion is not just about clothes, it is driven by images and impressions. Fashion trends provide a powerful reflection of society's evolution, and creativity.

- creative expression
- social media influence
- celebrity endorsements
- blend of traditional and modern styles
- commercialization of festivals
- customized fashion choices
- rising e-commerce

Read the following details about fashion trends.

In today's world, fashion is not just about clothes, it is driven by images and impressions. Fashion trends provide a powerful reflection of society's evolution, and creativity. Write an analytical paragraph about how the factors mentioned below have shaped the fashion trends in recent years with key causes, effects and future implications.

- creative expression
- social media influence
- celebrity endorsements
- blend of traditional and modern styles
- commercialization of festivals
- customized fashion choices
- rising e-commerce

Previously asked in: 2026 2/2/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

writing-analytical-paragraph

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Model Answer

Fashion Trends: A Reflection of Society's Evolution

In today's world, fashion has transformed into a powerful medium driven by images and impressions. Several interconnected factors have reshaped modern fashion trends significantly.

Creative expression allows individuals to communicate identity through clothing choices. Social media platforms like Instagram amplify these expressions globally, while celebrity endorsements make specific styles aspirational and commercially successful. Together, they accelerate trend cycles dramatically.

The blend of traditional and modern styles reflects cultural pride alongside contemporary sensibility. Festivals, once cultural celebrations, have become commercialized fashion events, generating enormous market opportunities. Simultaneously, customized fashion choices empower consumers to personalize their wardrobes.

Rising e-commerce has democratized fashion, making trends accessible to all. In future, sustainable and technology-driven personalized fashion will likely dominate, making the industry more inclusive and conscious.

Source: Printed passage on Fashion Trends

Explanation

- **Analytical paragraph** means: state the point → give cause → mention effect → link to future. Avoid storytelling.
- Examiners look for **coverage of ALL bullet points** — missing even one costs marks. Address each briefly rather than elaborating on just a few.

- Use **connective/analytical language**: "reflects," "amplifies," "accelerates," "empowers" — this shows analysis, not mere description.
- The **concluding sentence must mention future implications** — this is a specific requirement of the question.
- Keep sentences tight; do not repeat points or pad with vague praise of fashion.

Q76.

[5]

- student councils, clubs
- activities in the Morning Assembly
- celebration of important days
- organization of various competitions
- sports and academic activities

Read the given details of the school activities that help children in their personality development.

- student councils, clubs
- activities in the Morning Assembly
- celebration of important days
- organization of various competitions
- sports and academic activities

Analyse the details and write an analytical paragraph about the impact of school activities on students. Focus on factors like fosters leadership, responsibility, communication skills, discipline, daily motivation, and team building.

Previously asked in: 2026 2/2/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Impact of School Activities on Students' Personality Development

School activities play a vital role in shaping students holistically. Student councils and clubs foster **leadership and responsibility**, as students learn to manage tasks, make decisions, and represent their peers. Morning Assembly instills **discipline and daily motivation** through prayers, news updates, and thought-for-the-day sessions, setting a positive tone for learning.

Celebrating important days builds **cultural awareness and communication skills**, as students participate in speeches, performances, and presentations. Organizing competitions encourages **healthy competition, time management, and team building**, teaching students to work collaboratively toward shared goals. Sports and academic activities further develop **physical fitness, mental agility, and perseverance**.

Thus, these activities collectively transform students into confident, responsible, and well-rounded individuals, preparing them for real-world challenges beyond academics.

Explanation

- **Analytical paragraph** requires: an opening statement, analysis of each point with its impact, and a concluding inference.
- Examiner looks for: **use of the given bullet points** as evidence, relevant factors mentioned in the question (leadership, discipline, team building, etc.), and a logical conclusion.
- Bold key terms to make your answer visually structured — it signals clarity of thought.
- Avoid storytelling; keep it analytical ("fosters," "instills," "encourages," "develops").
- Word count ~115 words — ideal for 5 marks.

Q77.

[5]

Going for a walk in your residential colony offers a convenient way to integrate physical activity into your daily routine. Write a letter to the Director, Municipal Board, requesting maintenance of the colony parks, installation of lighting poles, and repair of walking tracks to facilitate walkers and create a safe community space. You are Rita/Raghav Mishra, President RWA, Senatown.

Previously asked in: 2026 2/2/1 Q4(b)

♦ Writing Skills

Letter to the Municipal Commissioner

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Model Answer**Rita/Raghav Mishra**

President, RWA, Senatown

12 May 20XX

The Director

Municipal Board

Senatown

Subject: Request for maintenance of colony parks, installation of lighting poles, and repair of walking tracks**Respected Sir/Madam,**

I am writing on behalf of the residents of Senatown to draw your attention to the poor condition of our colony parks and walking tracks. The walking tracks are damaged and uneven, posing a risk of injury to walkers, especially the elderly. The parks lack adequate lighting, making them unsafe after dusk.

We earnestly request you to:

- Repair the broken walking tracks
- Install adequate lighting poles
- Undertake regular maintenance of the parks

This will encourage physical activity and create a safe community space for all residents.

Kindly take prompt action.

Yours faithfully,**Raghav Mishra**

President, RWA, Senatown

Explanation

- CBSE expects a **formal letter format**: sender's address, date, receiver's designation, subject line, salutation, body (2–3 short paragraphs), and complimentary close.
- The **subject line** must be specific and mention all three requests.
- Keep the body concise: state the problem, list requests clearly, and end with a polite appeal for action.
- Bullet points for the requests save words and look organised — examiners appreciate clarity.
- Do **not** write a long essay; 5 marks = roughly 100–125 words in the body (excluding address/date/sign-off).

Q78.

[5]

You are Sanjana/Sanjit of Avenue Apartments, XYZ Colony, Sakshamgarh. Recently, you read in the newspaper about adulteration in food and dairy products consumed by us daily. Write a letter to the editor of a national daily expressing your views on food adulteration. Highlight the health risks of eating such foods and suggest measures to tackle the issue.

Previously asked in: 2026 2/2/1 Q4(a)

♦ Writing Skills

Letter to the Editor

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Model Answer

Avenue Apartments,
XYZ Colony, Sakshamgarh
15 May 20XX

The Editor
The National Herald
New Delhi

Subject: Growing menace of food adulteration

Sir,

Through the esteemed columns of your newspaper, I wish to draw public attention to the alarming rise in food adulteration. Milk, spices, edible oils and dairy products are routinely mixed with harmful substances like chalk powder, synthetic colour and starch.

Such adulterated food poses serious health risks including liver damage, kidney failure, digestive disorders and even cancer. Children and the elderly are most vulnerable.

I urge the authorities to take the following steps:

- Regular and surprise inspections of food establishments
- Strict enforcement of the Food Safety and Standards Act
- Heavy penalties for offenders
- Awareness campaigns to educate consumers about simple home-testing methods

I hope the concerned authorities act swiftly to protect public health.

Yours sincerely,
Sanjana

Explanation

- **Format** carries marks: sender's address, date, editor's address, subject line, salutation, body paragraphs, closing.
- **Content** must cover: the problem, health risks (specific examples score better), and at least 2–3 concrete measures.
- Keep the tone formal and persuasive — avoid emotional language.
- The source passages here are from other chapters; this is a writing task, so the letter is based on general knowledge of the topic, not the passages.
- Examiners award marks for: correct format (1), content/health risks (2), suggested measures (1), language/expression (1).

Q79.

[5]

Kharif and Rabi crops comparison table

Read the following details : Kharif and Rabi crops play a pivotal role in agriculture in India. Analyze the data given below and write an analytical paragraph by drawing a comparison between the two.

Previously asked in: 2026 2/3/1 Q5(b)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

Analytical Paragraph / Comparative Analysis

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Model Answer

Kharif and Rabi Crops: A Comparative Analysis

Kharif and Rabi are the two major crop seasons in India, differing significantly in their growing conditions and requirements. Kharif crops like rice, maize, cotton, and groundnut are sown in June–July and harvested by September–October, thriving in warm, humid conditions with high rainfall, making them monsoon-dependent and dominant in East and South India.

In contrast, Rabi crops such as wheat, barley, mustard, and gram are sown in October–November and harvested in March–April. They require cool, dry temperatures with low to moderate rainfall and are heavily irrigation-dependent, dominating Northwest and Central India.

Thus, while Kharif crops rely on monsoon, Rabi crops depend on irrigation, reflecting India's diverse agricultural geography.

Source: Kharif and Rabi crops comparison table

Explanation

- **Analytical paragraph** means you must **compare and contrast**, not just list facts — examiners look for connective language like "in contrast," "while," "whereas."
- Begin with a topic sentence introducing both crops.
- Cover all key aspects from the table: sowing/harvesting seasons, crops, rainfall, region, irrigation, temperature.
- End with a concluding inference — this earns the final mark.
- Avoid bullet points; write in continuous prose as the question asks for a **paragraph**.

Q80.

[5]

Sleep patterns and their effects:

- restores energy
- enhances immunity
- promotes emotional well-being
- benefits concentration and productivity
- oversleep leads to fatigue, weight gain and irritability

Read the given details about sleep patterns and their effects.

- restores energy
- enhances immunity
- promotes emotional well-being
- benefits concentration and productivity
- oversleep leads to fatigue, weight gain and irritability

Analyse the details and write an analytical paragraph on the importance of sleep in maintaining physical health, mental well-being, and academic performance.

Previously asked in: 2026 2/3/1 Q5(a)

♦ Writing Skills

Analytical Paragraph (Table/Data Based)

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Model Answer

The Importance of Adequate Sleep

Sleep is a fundamental biological necessity that profoundly impacts our physical health, mental well-being, and academic performance. An analysis of sleep patterns reveals both its benefits and its risks when disrupted.

Physically, sleep restores energy depleted during the day and enhances immunity, making the body more resistant to illness. Mentally, it promotes emotional well-being, reducing stress and supporting a stable mood. Academically, adequate sleep directly benefits concentration and productivity, enabling students to learn and retain information effectively.

However, balance is essential. Oversleeping is equally harmful, leading to fatigue, weight gain, and irritability — ironically producing the very problems sleep is meant to prevent.

Therefore, a consistent, regulated sleep pattern is crucial for overall health and performance.

Source: Sleep patterns and their effects (given passage)

Explanation

- CBSE analytical paragraphs require you to **interpret and connect** the bullet points — don't just list them.
- Structure: brief intro → physical benefits → mental benefits → academic benefits → counterpoint (oversleep) → conclusion. This shows "analysis."
- The examiner awards marks for **coherent flow, use of all given points, and a concluding inference** — make sure none of the five bullets is skipped.
- Keep sentences crisp; avoid repetition to stay within the word limit.

Q81.

[5]

You are Vaidehi/Vishal, a gym trainer. You want to volunteer an hour every weekend to provide free yoga classes to the residents of your colony in the community park. Write a letter to the President of the RWA, Purv Colony, Vrikshbagh, telling him about your plan and its advantages and requesting him to grant you permission to do so.

Previously asked in: 2026 2/3/1 Q4(b)

♦ Writing Skills

Letter to RWA (Formal Letter)

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Model Answer**Vaidehi**

Flat No. 12, Purv Colony

Vrikshbagh

15 May 20XX

The President

RWA, Purv Colony

Vrikshbagh

Subject: Request for permission to conduct free yoga classes in the community park

Dear Sir,

I am Vaidehi, a certified gym trainer residing in this colony. I would like to volunteer one hour every weekend to conduct **free yoga classes** for all residents in our community park.

Yoga offers several benefits: it improves physical fitness, reduces stress, boosts immunity, and promotes mental well-being. These classes will be free of charge and open to residents of all age groups. The community park provides ample space and a peaceful environment ideal for this activity.

I kindly request you to grant me permission to use the community park for this purpose every weekend morning. I assure you the sessions will be conducted responsibly without causing any inconvenience.

Thanking you,

Yours sincerely,

Vaidehi

Explanation

- This is a **formal letter** (to an official/authority), so use correct format: sender's address, date, receiver's designation, subject line, formal salutation and closing.
- CBSE awards marks for: **format** (1 mark), **content** — stating the plan + advantages (2 marks), **expression/language** (2 marks).
- Keep the request clear and polite; mention **advantages** of yoga (at least 2–3 points) to make the case persuasive.
- Do NOT use informal language like "Hi" or "Thanks a lot."
- Word limit ~100–120 words is sufficient for 5 marks.

Q82.

[5]

You are Vaishali/Vishal, a student of Class X of PQS Public School, Lancer Road, Coldtown. You travel by the school bus every day. The seating capacity of the bus is 35 students but there is over-crowding and many students remain standing through most of the journey. Write a letter to the Principal, drawing attention to this inconvenience, the dangers, and requesting for a resolution to the situation.

Previously asked in: 2026 2/3/1 Q4(a)

♦ Writing Skills

Letter to the Municipal Commissioner

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Model Answer

PQS Public School
Lancer Road, Coldtown
Date: 12 July 20XX
The Principal
PQS Public School
Lancer Road, Coldtown

Subject: Overcrowding in school bus — reg.

Respected Ma'am/Sir,

I, Vaishali of Class X, wish to draw your kind attention to the serious problem of overcrowding in our school bus. The bus has a seating capacity of only 35 students, yet a far greater number travel daily, with many students standing throughout the journey.

This causes considerable inconvenience and, more importantly, poses serious safety risks. Standing students may lose balance on sharp turns or sudden braking, leading to injuries. It also violates road safety norms.

I humbly request you to arrange an additional bus or restrict the number of students per bus to its prescribed capacity at the earliest.

Thanking you,
Yours obediently
Vaishali
Class X

Explanation

- **Format matters:** Formal letter must include sender's address, date, receiver's address, subject line, salutation, body, and sign-off. Each element carries marks.
- **Three-part body:** (1) State the problem, (2) explain dangers/inconvenience, (3) make a clear request — examiners look for all three.
- **Tone:** Polite and respectful throughout; avoid aggressive language.
- **Word limit:** ~100–120 words in the body is sufficient; do not pad with unnecessary details.
- **No source passage needed here** — this is a writing task based on the prompt itself.

Q83.

[5]

Read the given details of a community library designed for your neighbourhood:

- A well lit and ventilated reading lounge.
- A digital section with computers, tablets and e-books.
- A dedicated children's corner with picture books and storytelling sessions.
- A quiet study area with desk lamps and soundproof partitions for students.
- Outdoor reading space under trees for senior citizens.
- Book-sharing stands where people can donate and borrow books freely.

Analyse the details and write an analytical paragraph in about 120 words about the suitability of this library. Focus on factors such as accessibility, reading environment, suitability for different age groups, and community engagement.

Previously asked in: 2026 2/5/1 Q5(B)

♦ Writing Skills

Analytical Paragraph

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Model Answer

The proposed community library is a highly suitable and inclusive space for the neighbourhood. Its well-lit, ventilated reading lounge and soundproof study area with desk lamps create an ideal environment for focused reading and learning. The digital section with computers, tablets, and e-books ensures modern accessibility, bridging the gap between traditional and digital reading. The children's corner with picture books and storytelling sessions caters specifically to young learners, making reading enjoyable from an early age. Senior citizens benefit from the peaceful outdoor reading space under trees. Community engagement is fostered through book-sharing stands that encourage donation and borrowing, promoting a reading culture without financial barriers. Overall, this library thoughtfully addresses the needs of all age groups while strengthening community bonds.

Explanation

- This is an **analytical paragraph**, not a descriptive one — so go beyond listing features; explain *why* each feature is suitable or beneficial.
- Address all four focus areas given: **accessibility, reading environment, suitability for different age groups, community engagement**.
- Keep it in one or two coherent paragraphs, roughly 120 words.
- Avoid bullet points in an analytical paragraph — prose form is expected.
- Do not add features not mentioned in the question prompt.

Q84.

[5]

S. No. | Digital Activities | Percentage

1. | Social media | 35
2. | Watching videos / streaming | 30
3. | Gaming | 20
4. | Online learning | 10
5. | Others (browsing, reading news, etc.,) | 5

The data given below shows how teenagers spend their daily screen time across different digital activities.

Analyse the data provided and write a paragraph analyzing how teenagers allocate their daily screen time. Focus on the activity that occupies the largest proportion of time and on other major and minor activities in descending order, and on the balance between entertainment and educational screen use. Conclude with an observation about the overall trend.

Previously asked in: 2026 2/5/1 Q5(A)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph (Table/Data Based)

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Model Answer

Teenagers' Daily Screen Time: An Analysis

The data reveals that social media dominates teenagers' daily screen time, accounting for the largest share at 35%. This is closely followed by watching videos and streaming at 30%, together making entertainment-based activities the primary use of screens. Gaming ranks third at 20%, further confirming the preference for recreational digital activities.

In contrast, online learning constitutes only 10% of screen time, while other activities such as browsing and reading news account for a mere 5%.

Notably, entertainment activities (social media, streaming, and gaming) collectively occupy 85% of screen time, whereas educational use stands at just 10%. This stark imbalance indicates that teenagers predominantly use screens for leisure rather than learning, highlighting the need for more mindful and purposeful digital habits.

Explanation

- **Structure expected:** Introduction (dominant activity) → descending order of other activities → entertainment vs. education comparison → concluding observation. This is the standard data-analysis paragraph format examiners look for.
- **Key figures to include:** Always quote the percentages; answers without data support lose marks.
- **The 85% vs. 10% comparison** is a value-added analytical point — examiners reward such synthesis over merely listing figures.
- **Conclusion** must be an *inference/observation*, not just a summary of numbers.
- Keep your language formal and analytical ("constitutes," "accounts for," "indicating").

Q85.

[5]

Living in multistoreyed complexes with limited open space for sporting activities, you feel that children today are forced to be indoors. This is leading to increased screen addiction, lack of concentration, and unhealthy eating habits and lifestyles. Write a letter to the editor on the need to build community centers with indoor sporting facilities for children. Highlight the benefits of creating a comfortable and safe environment, and its usefulness for residents. You are Shrushti / Sharan.

Previously asked in: 2026 2/5/1 Q4(B)

♦ Writing Skills

Letter to the Municipal Commissioner

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Model Answer**15 MG Road, Block B****Prestige Heights, Bengaluru – 560001****12 July 2025****The Editor***The Times of India*

Bengaluru

Subject: Need for Community Centers with Indoor Sporting Facilities

Sir/Ma'am,

Through your esteemed newspaper, I wish to highlight a growing concern. Children in multistoreyed complexes have little open space for play, forcing them indoors. This has led to severe screen addiction, poor concentration, and unhealthy lifestyles.

Building community centers with indoor sporting facilities — badminton courts, table tennis, yoga rooms, and swimming pools — would provide children a safe, comfortable environment to stay active. This would reduce screen time, improve physical and mental health, and foster social bonding among residents of all ages.

Authorities must prioritize such infrastructure in urban residential projects. A healthy child means a healthier nation.

Yours sincerely,

Shrushti

Explanation

- **Format matters:** Letter to the editor must include sender's address, date, editor's address, subject line, salutation, body (2–3 paragraphs), and sign-off with name. Marks are allocated for format.
- **Content:** Mention the *problem* (no open space → screen addiction, unhealthy habits) and the *solution* (community centers, specific facilities), plus *benefits* (health, social bonding).
- **Tone:** Formal and persuasive — avoid casual language.
- **Length:** ~110 words in the body is appropriate for 5 marks; don't over-write.

Q86.

[5]

You are Devi / Dev Arora a concerned resident.

You are deeply concerned at the overflowing garbage dumps in the city. Besides being eyesores, these dumps create environmental and health risks. They produce a foul odour and attract stray animals and other scavengers. Write a letter to the Municipal Commissioner drawing attention to the situation. Suggest the need to identify systemic flows in the collection system due to insufficient collection vehicles and irregular cleaning of dumps.

Previously asked in: 2026 2/5/1 Q4(A)

♦ Writing Skills

Letter to the Municipal Commissioner

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Model Answer**Dev Arora**

12, Green Park Colony

New Delhi – 110016

15 May 20XX

The Municipal Commissioner

Municipal Corporation of Delhi

New Delhi

Subject: Overflowing garbage dumps — urgent attention required

Sir,

I am writing to bring to your notice the deplorable condition of garbage dumps in our locality. Overflowing bins are an eyesore and pose serious environmental and health hazards. They emit foul odour and attract stray animals and scavengers, spreading disease.

I urge your office to identify **systemic flaws** in the waste collection system. Key issues include insufficient collection vehicles, leading to backlogs, and irregular cleaning of dumping sites. Regular schedules must be enforced and additional vehicles deployed.

Prompt action will greatly benefit residents' health and the city's cleanliness.

Yours faithfully,

Dev Arora

Explanation

- **Format matters:** Sender's address, date, receiver's designation, subject line, salutation, body, and complimentary close are all required. Missing any costs marks.
- **Content:** Mention the problem (overflowing dumps, odour, stray animals, health risks) AND the two specific suggestions asked — insufficient vehicles and irregular cleaning. Both must appear.
- **Tone:** Formal and polite throughout.
- **Word limit:** ~110 words in the body — ideal for 5 marks.

Q87.

[5]

1. one of the most vibrant and largest in the world.
2. drives innovation across various fields.
3. brings unique solutions to major challenges both domestic and international.
4. has entered various fields - healthcare, e-commerce, agriculture.
5. supported by funding and government initiatives.

Attempt ANY ONE from (A) and (B) given below:

Read the following details about the characteristics of the Indian start-up ecosystem. In about 120 words analyse the future of startups in India considering factors that have supported its growth in the country. Focus on aspects of the need, benefits, and support needed for these startups.

Previously asked in: 2026 2/1/1 Q5(B)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph (Table/Data Based)

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Model Answer

The Future of Indian Startups

India's startup ecosystem is one of the most vibrant and largest in the world, and its future looks exceptionally promising.

Need: India faces major domestic challenges in healthcare, agriculture, and digital access. Startups address these gaps by bringing unique, homegrown solutions that large corporations often overlook.

Benefits: By driving innovation across various fields, startups create employment, boost the economy, and offer competitive solutions internationally. Their entry into healthcare, e-commerce, and agriculture has already transformed these sectors significantly.

Support Needed: Sustained growth depends on continued government initiatives, easier access to funding, and stronger mentorship networks. Policy support like Startup India has laid a strong foundation, but consistent financial backing and regulatory simplification remain essential for startups to scale and compete globally.

Source: Analytical writing based on provided passage points

Explanation

- Examiners look for **three clear aspects**: need, benefits, and support — address all three explicitly, ideally with subheadings or distinct paragraphs.
- Ground every point in the **given details** (innovation, fields entered, government support). Do not invent unrelated statistics.
- Keep it within **120 words** — the examiner checks that you are concise and on-topic.
- A brief title adds presentation marks in writing tasks.
- Avoid vague filler; each sentence should carry a specific point linked to the passage.

Q88.

[5]

Improvements in sports infrastructure with a focus on multi-purpose sustainable facilities as well as the integration of technology along with a grassroots centric approach is the key to bring Indian athletes on the world stage.

Attempt ANY ONE from (A) and (B) given below:

Write an analytical paragraph on the above statement in about 120 words, expressing your views on how improved infrastructure can help Indian athletes win accolades for the nation.

Previously asked in: 2026 2/1/1 Q5(A)

♦ Writing Skills

Analytical Paragraph

Analytical Paragraph Writing

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Model Answer

Analytical Paragraph: Improved Infrastructure — A Gateway to Sporting Excellence

India, a nation of over 1.4 billion people, has long struggled to match its population potential with sporting achievements. The key lies in systematic infrastructural development. Multi-purpose sustainable facilities ensure that athletes across disciplines — athletics, wrestling, boxing, or swimming — can train under one roof, reducing logistical barriers. Integrating technology such as biomechanical analysis, video-based coaching, and wearable fitness trackers helps athletes fine-tune performance and prevent injuries. However, world-class stadiums alone are insufficient. A grassroots-centric approach ensures talent is identified and nurtured at the village and district level, bridging the urban-rural divide. When infrastructure reaches every corner of India, raw talent transforms into championship-winning performance, ultimately bringing laurels to the nation on global stages like the Olympics and Asian Games.

Explanation

- **Analytical paragraph format:** Begin with a topic sentence, develop with evidence/reasoning, and conclude logically — no sub-headings needed.
- **Examiners look for:** Clear argument, coherent flow, relevant examples, and a proper conclusion — all within the word limit (~120 words).
- **Key points to cover:** multi-purpose facilities, technology integration, grassroots approach — all three are stated in the prompt; including them shows you have read and analysed it.
- **Vocabulary matters:** Use terms like "biomechanical," "logistical," "grassroot-centric" to show analytical ability.
- **Word count discipline:** Stay between 110–130 words; going well beyond wastes time and earns no extra marks.

Q89.

[5]

Attempt ANY ONE from (A) and (B) given below: (Note: All details presented in the questions are imaginary and created for assessment purpose.)

You are Nirmala / Nirmal, a resident of Jhunjhunu Colony. Recently there have been a series of accidents and petty crimes in your colony. One of the reasons is poor street lighting. Write a letter to the Commissioner of the Works department, drawing attention to the urgent need to install street lights to avoid further crimes and accidents.

Previously asked in: 2026 2/1/1 Q4(B)

♦ Writing Skills

Letter to an Authority / Formal Letter

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Model Answer

Jhunjhunu Colony,

Rajasthan.

15 July 20XX

The Commissioner,

Works Department,

Rajasthan Municipal Corporation.

Subject: Urgent need for installation of street lights in Jhunjhunu Colony

Respected Sir/Madam,

I am Nirmala, a resident of Jhunjhunu Colony. I am writing to draw your urgent attention to the complete absence of street lighting in our colony, which has become a serious safety hazard.

Over the past few months, our locality has witnessed a series of road accidents and petty crimes, primarily due to poorly lit streets. Residents, especially women and elderly citizens, feel unsafe stepping out after dark. Thieves and anti-social elements take advantage of the darkness.

I request you to kindly arrange for the immediate installation of street lights throughout the colony. Prompt action will prevent further accidents and ensure residents' safety.

Thanking you,

Yours faithfully,

Nirmala

Explanation

- **Format carries marks:** Sender's address, date, receiver's designation, subject line, salutation, body (2–3 paragraphs), and closing — each component is checked.
- **Subject line** must be specific and underlined.
- **Body structure:** Para 1 — introduce yourself and the problem; Para 2 — explain consequences (accidents, crimes); Para 3 — make a clear, polite request.
- Keep tone **formal and respectful** throughout; avoid casual language.
- Word count ~100–120 is ideal for 5 marks; do not over-write.

Q90.

[5]

Attempt ANY ONE from (A) and (B) given below: (Note: All details presented in the questions are imaginary and created for assessment purpose.)

You are Divya/Divij Kumar, Director, Nurturing India, an organization providing skill education to youth. You believe that today's youth needs vocational and skill education that will encourage an independent and entrepreneurial lifestyle. Write a letter to the editor of a local daily expressing your views on the need and importance of skill education in creating employability and a self-employed independent generation.

Previously asked in: 2026 2/1/1 Q4(A)

◆ Writing Skills

Letter to the Editor

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Model Answer**Divya Kumar**

Director, Nurturing India

New Delhi

15 July 20XX

The Editor*The City Daily*

New Delhi

Subject: The urgent need for skill and vocational education

Dear Sir/Madam,

Through the columns of your esteemed newspaper, I wish to highlight the critical importance of skill and vocational education for India's youth.

Millions of graduates enter the job market every year yet remain unemployable due to lack of practical skills. Skill education bridges this gap by equipping young people with hands-on, market-relevant competencies that enable them to earn independently.

Vocational training fosters an entrepreneurial mindset, encouraging youth to create their own enterprises rather than depend solely on limited government jobs. This generates employment for others as well.

I urge policymakers, educators, and parents to actively promote skill-based learning alongside academic education, building a confident, self-reliant, and productive generation for India.

Yours sincerely,

Divya Kumar

Director, Nurturing India

Explanation

- **Format matters:** Letter to the editor must include sender's address, date, editor's address, subject line, salutation, body, and sign-off. Examiners check this.
- **Content focus:** Hit two core points — employability (jobs) and entrepreneurship (self-employment) — which are exactly what the question demands.
- **Tone:** Formal and persuasive; avoid casual language.
- **Length:** ~110 words in the body is appropriate for 5 marks. Don't over-write.
- The source passages provided were from other chapters and not relevant to this letter; answers are based on the question's own brief instead.

Q91.

[5]

- Brightly coloured classrooms with themed decorations.
- An outdoor grassy play area with slides, swings, and sand pits.
- A sensory activity zone with toys for touch, sound, and visual stimulation.
- Dedicated nap rooms with cozy beds and calming lights.
- A library with picture books, story-telling corners, and interactive learning tools.
- CCTV monitoring for safety and a nurse available for emergencies.

Read the given details of a pre-school designed for young children. Analyse the details and write an analytical paragraph in about 120 words about the suitability of this pre-school for young children. Focus on aspects such as safety, learning opportunities, comfort, inclusivity and overall environment.

Previously asked in: 2026 2/4/1 Q5(b)

♦ Writing Skills

Analytical Paragraph

writing-analytical-paragraph

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Model Answer

Analytical Paragraph: Suitability of the Pre-School for Young Children

The pre-school appears highly suitable for young children across multiple dimensions. In terms of **safety**, CCTV monitoring and an on-site nurse ensure constant surveillance and immediate medical attention during emergencies. The **learning environment** is well-designed — brightly coloured classrooms with themed decorations stimulate curiosity, while the library with picture books, storytelling corners, and interactive tools fosters early literacy and cognitive development. The **outdoor play area** with slides, swings, and sandpits promotes physical development and social interaction. The **sensory activity zone** addresses diverse developmental needs through touch, sound, and visual stimulation, making it inclusive for children with varied learning styles. **Comfort** is prioritised through dedicated nap rooms with cosy beds and calming lights, supporting emotional well-being. Overall, this pre-school offers a balanced, safe, and stimulating environment ideal for holistic early childhood development.

Source: Given details of a pre-school

Explanation

- An **analytical paragraph** requires you to examine each detail and comment on what it achieves — don't just list features, say **why** each feature makes the school suitable.
- CBSE examiners look for **topic sentence** → **evidence from passage** → **analysis** flow.
- Use the **five focus areas** from the question (safety, learning, comfort, inclusivity, overall environment) as your internal checklist — missing any may cost marks.
- Highlight or bold key terms (safety, learning, comfort) only if it helps clarity; neat presentation earns presentation marks.
- Stay within ~120 words; going far over wastes time and dilutes focus.

Q92.

[5]

- A multi-level jungle themed play area with climbing walls, tunnels, and slides.
- A ball pit and trampoline section for younger kids.
- A gaming zone with arcade machines and interactive screens.
- Safety padding on all surfaces and trained staff for monitoring of activities.
- A dedicated toddler zone with soft toys, mini slides, and sensory play stations.
- A small cafeteria for parents with a view of the play area.

Read the given details of a fun zone designed for kids in a mall. Analyse the details and write an analytical paragraph in about 120 words on the suitability of this fun zone for kids in a mall. Focus on aspects such as safety, variety of activities, age-appropriateness, convenience for parents and overall experience.

Previously asked in: 2026 2/4/1 Q5(a)

♦ Writing Skills

Analytical Paragraph

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Model Answer

Analytical Paragraph: Suitability of the Fun Zone for Kids in a Mall

The fun zone described appears highly suitable for children visiting a mall, catering effectively to multiple age groups and priorities. The multi-level jungle-themed play area with climbing walls, tunnels, and slides offers physical engagement and imaginative play, while the dedicated toddler zone with soft toys and sensory play stations ensures even the youngest children are appropriately accommodated. The ball pit, trampoline section, and gaming zone with arcade machines and interactive screens provide excellent variety, preventing boredom. Safety is clearly prioritised through padding on all surfaces and trained monitoring staff, making the environment secure. The cafeteria with a direct view of the play area is a thoughtful addition, offering parents comfort without compromising supervision. Overall, this fun zone delivers a well-rounded, age-appropriate, safe, and convenient experience for both children and parents.

Explanation

- **Analytical paragraph** means you must **evaluate**, not just describe — use words like "appears suitable," "ensures," "clearly prioritised," "thoughtful addition."
- Address **all five focus areas** given in the question: safety, variety, age-appropriateness, parental convenience, overall experience — examiners check these specifically.
- Keep sentences tight; every sentence should make a point supported by a detail from the passage.
- Do not copy bullet points directly — paraphrase and analyse them.
- A strong concluding sentence that gives an overall judgement earns the final mark.

Q93.

[5]

You are Shereen / Shivaji. There has been a lot of construction going on in your colony since the past few months. However the contractors do not follow any protocols of timings, blocking pavements with building material and dumping the rubble in the back lanes and sewage pipes. Write a letter to the President of your RWA drawing attention to these issues. Suggest a set of protocols to be followed by the builders to reduce any inconvenience being caused to the neighbouring residents.

Previously asked in: 2026 2/4/1 Q4(b)

♦ Writing Skills

Letter to RWA (Formal Letter)

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Model Answer**12, Green Park Colony****New Delhi – 110016****15 July 20XX****The President**

Residents' Welfare Association

Green Park Colony

Subject: Issues caused by ongoing construction and request for protocols**Respected Sir/Madam,**

I wish to bring to your attention the serious inconvenience caused by the rampant construction activity in our colony for the past few months. Contractors are working at odd hours — early mornings and late nights — disturbing residents. Building materials like bricks and sand are dumped on pavements, blocking pedestrian access. Rubble is being thrown into back lanes and sewage pipes, causing blockages and unhygienic conditions.

I humbly request that the RWA enforce the following protocols:

- Construction permitted only between 9 am and 6 pm.
- Building materials to be stored within the plot boundary.
- Rubble to be disposed of in designated areas only.
- Weekly inspection by RWA representatives.

I hope prompt action will be taken.

Yours sincerely,**Shereen**

Explanation

- **Format:** Formal letter — sender's address, date, receiver's designation, subject line, salutation, body, complimentary close, and name. Each element carries marks.
- **Content:** CBSE expects two clear parts — *problems stated* and *protocols suggested* (as asked in the question). Use a list/bullet format for protocols; it looks organised and saves words.
- **Tone:** Polite but firm — avoid aggressive language.
- **Length:** ~120 words fits the 5-mark requirement perfectly.
- **Note:** The source passages provided are unrelated to this question; do not include content from them. Base the answer entirely on the question's context.

Q94.

[5]

You are Toshani / Toshan Singh a resident of Bharatpura.

You observed that on weekend afternoon a group of senior residents teach children free of cost.

You are delighted to see their spirit of giving back to the community.

Write a letter to the editor expressing your views on the need of volunteerism and senior participation in community engagement.

Mention the benefits of such activities and how it would even reduce loneliness.

Previously asked in: 2026 2/4/1 Q4(a)

♦ Writing Skills

Letter Writing – Letter to Editor/Authority (Complaint Letter)

Letter to the Editor

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Model Answer**Toshani Singh****Bharatpura****12 July 2025****The Editor****The Times Today****Subject: The Power of Volunteerism and Senior Community Engagement**

Sir/Ma'am,

Through your esteemed newspaper, I wish to highlight a heartwarming initiative I witnessed in our locality.

Every weekend afternoon, a group of senior residents voluntarily teach underprivileged children — completely free of cost. Their spirit of giving back is truly inspiring.

Volunteerism strengthens communities. When seniors actively engage, they transfer knowledge, values, and life skills to the younger generation. Such activities also address the growing problem of loneliness among the elderly by giving them purpose, companionship, and a sense of belonging.

I urge more citizens to volunteer and encourage senior participation in community programmes. Together, we can build a more compassionate and connected society.

Yours sincerely,**Toshani Singh**

Explanation

- **Format matters:** Letter to the editor must include sender's address, date, editor's designation, subject line, salutation, body, and closing. CBSE awards 1 mark purely for correct format.
- **Content focus:** Examiners look for: (1) volunteerism and its need, (2) senior participation, (3) benefits (knowledge transfer, community bonding), (4) reduction of loneliness — all four points should appear.
- **Tone:** Formal and persuasive — avoid casual language.
- **Length:** ~110 words in the body is ideal for 5 marks; do not exceed 130 words.
- The source passages do not directly address this topic, so the answer is framed using the question's own cues — this is expected in writing-skills questions.

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