



SRI VAMSHIDHAR HIGH SCHOOL

Academic year (2020 – 2021)

Worksheet

Class: **X - ENGLISH**

Day – **27**

Date: **01.05.2020**

Formal letters

Types of Formal Letters:

1. Complaint Letters
2. Enquiry Letters
3. Letters for Placing an Order
4. Letter to the Editor

Complaint Letter:

A **complaint letter** is a type of letter written to address any type of wrong-doing, offence, grievance, resentment arising out of a product, service, etc. It is used to raise your concern about unfair things and seek a productive outcome. It is a fundamental right and duty of a citizen to seek justice arising out of any injustice, and the first step toward it is , filing a complaint. It inspires other troubled consumers, influences the concerned authorities to take proper action and makes the defaulters more liable, responsible and responsive.

It can be of the following types :

1. Personal Complaint Letter:The type of complaint letter you write on your own individual level pertaining to your individual grievances is referred to as personal complaint letter.

2. Professional Complaint Letter:It is that type of complaint letter that is written on the behalf of the organisation as a whole.

1.Sender'sAddress

Leave a line

2.Date(DD/MM/YY)eg., 19thApril,2020

Leave a line

3.Receiver'sAddress

Leave a line

4.Subject

Leave a line

5.Salutation(Sir/Respected Sir/Madam)

Leave a line

6.Body of theletter should include :

- Short Introduction Paragraph : provide details about the product or service that is then subject of the complaint. Include dates, location and the specifications about the item or service.
- State the issue with item or service. Provide details as to the cause. This may include malfunction, billing issues, details that were not disclosed, etc.
- Indicate how you would like them to resolve your problem. Provide specifics about what you are seeking.
- Indicate you are including copies of transaction document.
- Indicate you look forward to their reply within a specific time period.
- Indicate that they can contact you about the issue and provide your contact details.

7. Complimentaryclosing

Eg., Yours sincerely/Yours faithfully/Yours truly

8. Sender's name, Signature and designation(if any)



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Enquiry Letter:

An **Enquiry Letter** is a formal letter, written to enquire and get details regarding something that a person is interested in. It could be written with respect to an item that a person is interested in buying, a course that a person wants to study, a vacation trip that a person wants to go on, etc., As the sender of an Enquiry letter needs information about something, the enquiry letter must mention the contact details of the sender where the said information has to be sent. It must contain the particulars of the thing enquired about. It must also list down all the aspects of the thing about which the sender wants the detailed information.

The Format of Enquiry Letter is as follows:

1. Sender's Address: include email and phone number, if required.

Leave a line

2. Date (DD/MM/YY) eg., 19th April, 2020

Leave a line

3. Receiver's Address

Leave a line

4. Subject

Leave a line

5. Salutation (Sir/Respected Sir/Madam)

Leave a line

6. Body of the letter

Paragraph 1: Introduce yourself and the purpose of writing the letter

Paragraph 2 : Detail of the enquiry

Paragraph 3 : Conclude/end

7. Complimentary closing

Eg., Yours sincerely/Yours faithfully/Yours truly

8. Sender's name, Signature and designation (if any)

Letter to the Editor

A **Letter to the Editor** may be written to the editor of a newspaper or a magazine. It is written to highlight a social issue or problem. It can also be written in order to get it published in the said medium.

Steps to write a letter:

1. Sender's Address

Leave a line

2. Date (DD/MM/YY) eg., 19th April, 2020

Leave a line

3. Receiver's Address

Leave a line

4. Subject

Leave a line

5. Salutation

Leave a line

6. Body of the letter

➤ Introductory Paragraph

➤ Informative Paragraph

➤ Concluding paragraph/sentence



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7. Complimentary close

Eg., Yours sincerely/Yours faithfully/Yours truly

8. Sender's name, Signature and designation(if any)

Placing an order

An **order letter** is written to place an order for any items. It mentions the details of the items required. It must specify details like address for delivery, deadline for delivery, mode of payment etc.

The Format of Placing an Order is as follows:

1. Sender's Address: include email and phone number, if required.

Leave a line

2. Date(DD/MM/YY)eg., 19th April, 2020

Leave a line

3. Receiver's Address

Leave a line

4. Subject

Leave a line

5. Salutation(Sir/Respected Sir/Madam)

Leave a line

6. Body of the letter

Paragraph 1: Introduce yourself and the purpose of writing the letter

Paragraph 2 : Detail of the articles ordered

Paragraph 3 : Conclude/end

7. Complimentary closing

Eg., Yours sincerely/Yours faithfully/Yours truly

8. Sender's name, Signature and designation(if any)

Q1. you are Radha/Ram, member of NGO AWAAZ. Write a **letter to the editor** of a **national daily** for a public movement to clean the Yamuna river.

You must introduce yourself, describe how the people are to be blamed for polluting the river and suggest the need for installing water treatment plant to clean the river.



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Class: **X – HINDI**

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क्रियाविशेषण [अव्यय] पदबंध- वह पदबंध जो वाक्य में अव्यय का कार्य करे, अव्यय पदबंध कहलाता है। इस पदबंध का अंतिम शब्द अव्यय होता है। उदाहरण के लिए निम्नलिखित वाक्य देखिए-

अपने सामान के साथ वह चला गया।

सुबह से शाम तक वह बैठा रहा।

गीता बहुत जोर-जोर से हँसती है।

वह अपने पुराने घर को गया।

इन वाक्यों में काला छपे शब्द अव्यय पदबंध हैं।

निम्नलिखित वाक्यों में क्रियाविशेषण पदबंध पहचानिए -

१. आज गाड़ी बहुत जल्दी आ गई।

२. पक्षी पिंजरे के अंदर बैठा है।

३. मैं इस माह के अंत तक आ जाऊँगा।

४. खिलाड़ी मैदान की ओर गए हैं।

५. वह बहुत धीरे-धीरे चलता है।

६. आप आराम से बैठकर बातें कीजिए।

७. मैं कल सात बजे तक पहुँचूँगा।

८. उसका घर काले गेट के पास है।

९. आज मैंने पेटभर खाना खाया।

१०. वह पहले की अपेक्षा बहुत तेज दौड़ा।



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Worksheet

Class: **X - TELUGU**

Day – 27

Date: 01.05.2020

- I.** నీ పేరు రణధీర్, సూర్యాపేట జిల్లా కేంద్రంలోని సాయినగర్ కాలనీ వాసివి. కొంత కాలంగా కాలనీలో దొంగతనాలు జరుగుతున్న విషయం తెలిసినప్పటికీ పోలీసు గస్తీ (పెట్రోలింగ్) సరిగా లేదు. ఈ విషయం కాస్త శ్రద్ధ చూపమని కోరుతూ స్థానిక పోలీస్ స్టేషన్ సర్కిల్ ఇన్స్పెక్టర్ కు ఒక లేఖ రాయండి.



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Class: **X - MATHEMATICS**

Day – **27**

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Note: Learn and write (ONE time) all the definitions/formulae in a notebook.

Circle: If radius= r then

1. Area of a circle = Πr^2 sq. Units
2. Circumference of a circle = $2\Pi r$ units

Semi Circle:

1. Area of a semi circle = $\frac{1}{2} \Pi r^2$ sq. Units
2. Circumference of a semi circle = $\Pi r + 2 r$ units

Answer the following questions.

1. Find the area of the circle if its radius is 4 cm.
2. Find the area of the circle if its diameter is 14 cm.
3. Find the area of the semi circle if its radius is 6 cm.
4. Find the circumference of the circle if its radius is 35 cm.
5. Find the circumference of the semi circle if its radius is 63 cm.

Note: $\Pi = \frac{22}{7}$



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Class: **X - SCIENCE**

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LIFE PROCESSES

1. Refer to the ch-6 Life processes concept learning topic: **Respiration.**
2. Learn & Write the following definitions two times:
 - a) **Respiration:** The process of releasing energy by the oxidation of glucose molecules for cellular use is known as respiration.
 - b) **Breathing:** The process of taking in air, rich in oxygen and releasing air, rich in carbon dioxide is called breathing.
 - c) **Aerobic respiration:** Respiration which occurs in presence of oxygen is called aerobic respiration.
 - d) **Anaerobic respiration:** Respiration which occurs in absence of oxygen is called anaerobic respiration.



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Class: **X – SOCIAL SCIENCE**

Day – **27**

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Economics: 3. Money and Credit

Chapter 3

MONEY AND CREDIT

Key Points to Remember:

- When goods are directly exchanged for goods and there is no use of money, it is called **barter system**.
- Money is something that can act as a medium of exchange in transaction. It eliminates the need for **double coincidence of wants**.
- When both the parties have to agree to sell and buy each other's commodities. This is known as the **double coincidence of wants**.
- Modern forms of money include currency — paper notes and coins.
- **Currency is accepted** as a medium of exchange because it is authorized by the **government** of the country.
- **Reserve Bank of India (RBI)** issues currency notes on behalf of the central government.
- The RBI is India's **central banking and monetary authority**. RBI regulates loans offered by banks and non-banking institution in India.
- A bank is a financial institution licensed to receive deposits and creates loans.
- An order to a bank to pay a stated sum from the drawer's account, written on a specially printed form is called **Cheque**.
- A thing that is borrowed, especially a sum of money that is expected to be paid back with interest is called **Loan**.
- A person or organization that takes and uses something belonging to someone else with the intention of returning it is known as **borrower**.
- Money paid regularly at a particular rate for the use of money lent, or delaying the repayment of a debt known as **Interest**.
- **Formal sector** which encompasses all jobs with normal hour and regular wages, and are recognized as income sources on which income taxes must be paid.

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Formal Sources of Credit	Informal Sources of Credit
(a) RBI supervises the functioning of formal sources of credit.	(a) There is no organisation which supervises the credit activities of these sources.
(b) They charge lower rates of interest.	(b) They charge higher rates of interest.
(c) Their main motive is social welfare.	(c) Their main motive is profit-making.
(d) These loans are generally provided by banks and cooperatives.	(d) These loans are provided by money-lenders, traders, relatives, friends etc.

Read key points and Make your own 10 questions and its answers.



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Class: **X – IT**

Day – **27**

Date: **01.05.2020**

PART-A (EMPLOYABILITY SKILLS)

UNIT-III INFORMATION AND COMMUNICATION TECHNOLOGY SKILLS

Session-2 Managing Files and Folders

I. Multiple choice questions:-

1. Which application provides the basic information about files, folders, and drives?
a) Windows developer
b) Windows explorer
c) Windows Detective
d) Windows Finder
2. A computer represents files using _____
a) Icons
b) Digits
c) Symbols
d) Letters
3. Which one of the following is a correct statement?
a) All files are the same type
b) Only files of same type can be stored in a folder
c) Files can be different types
d) All text files have the same size
4. Which of the following option is used to recall a file from recycle bin?
a) Restore
b) Recall
c) Refresh
d) Renew

II. Answer the following in short:-

Learn and write one time in rough notebook.

Q1) Why are files used in computers?

Ans. Everything you store on your computer is stored in the form of a file. File system is a way in which you give name to a file, store it and retrieve it.

Q2) What is the difference between a file and a folder?

Ans. **Files:-** Everything you store on your computer is stored in the form of a file. File system is a way in which you give name to a file, store it and retrieve it. There are specific naming conventions for naming files or folders, like characters that can be used, maximum number of characters, etc.

Folders:- Files can be separately placed into groups, called folders/directories. Each directory/folder can contain related files and/or sub-folders. A sub-folder may contain one or more files and sub-folders within. This allows easy accessibility of files.