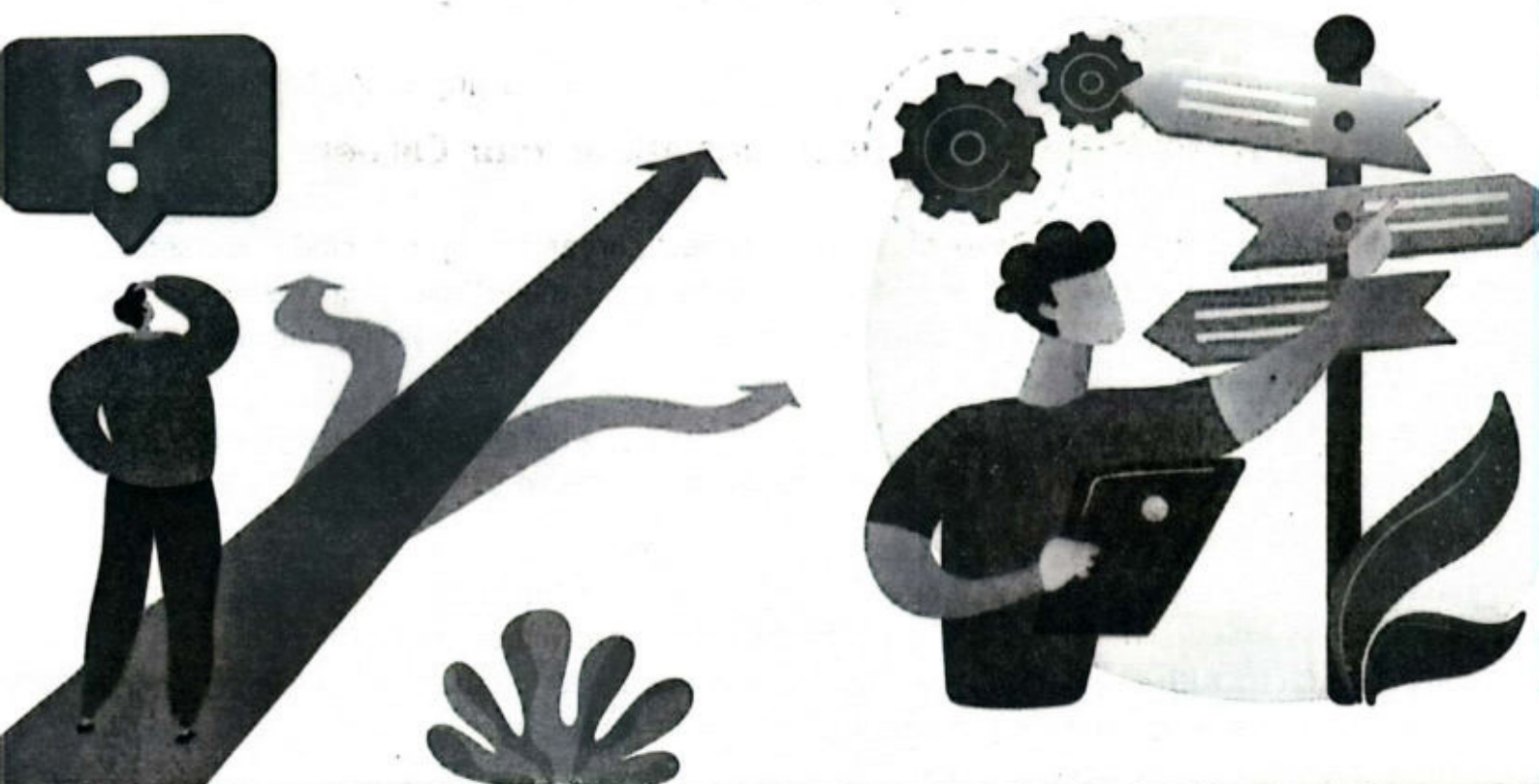




## HOW TO MAKE BETTER DECISIONS ABOUT YOUR CAREER

**Text type:** Essay/Article  
**Theme:** Soft Skills/Innovation  
**Subthemes:** Decision making

In this unit the students will be able to

- Deduce the meaning of unfamiliar words from the context using contextual clues
- Use the knowledge of literal and figurative meaning, grammatical gender and syntax to translate passages from English to Urdu
- Analysis of pattern of text organization
- Illustrate the use and all functions of modal verbs.
- Use active and passive voice appropriately in speech and writing according to the required communicative function.
- Use conditional sentences.
- Recognize silent letters in words and pronounce them with developing accuracy.
- Demonstrate heightened awareness of conventions, dynamics of group discussion, interaction and expression to show agreement
- Use summary skills to write summary/ précis of simple passages / poems.
- Write and revise formal letters to people in extended social and academic environment for various purposes. Write the address on the envelope clearly and in proper format.

## Pre-Reading

- What are some common challenges people face when making decisions about their career?
- Why is it important for a career to align with one's values and emotions?

## How to Make Better Decisions About Your Career<sup>1</sup>

By TIMOTHY YEN

Picking your college major subjects, choosing the perfect career, trying to decide if you should leave your job and move to a new one — decisions like these can feel daunting. We all spend a huge amount of time at work, and we all want (and deserve) to love what we do. But the path to finding that work isn't always clear.

Luckily, there are actions you can take to help you figure out what's right for you. Use this five-step framework to narrow down your options and focus on what's important.

### 1. What are your feelings telling you?

If you want to find a fulfilling career, it needs to align with your values. Your feelings can help you discern this, even if you haven't consciously named what those values are. Think of it this way: When you're faced with an important decision, what's the first thing that happens in your mind and your body? Usually, before logic kicks in, you'll experience a strong emotion. Pay attention to that. Your emotions are connected to who you are at your core and can provide important insights about your identity and the values that may be driving your actions but that are also, at times, beyond your conscious awareness.

So, think about the kind of work you're doing now, or the kind of work you're planning to do.

Brainstorm and jot down ideas of different careers you're considering. What feelings come up? If you feel anger, sadness, or even fear and anxiety when you're looking at the choices on your list, consider those red flags. If, on the other hand, you feel happiness or excitement, that's an indicator that what you're considering might be a good decision.

If you don't come up with anything that elicits positive emotions, go back to the drawing board. Keep looking for different careers until you find something that is in alignment with your emotions.

### 2. What matters to you?

Once you've connected with your emotions, you're ready for the next step: consciously identifying your values.



### While-reading

According to the text, what is the significance of paying attention to your feelings when making career decisions?

<sup>1</sup> <https://hbr.org/topic/subject/career-planning>

What are values? They're simply defined as what really matters to you, or your "why." That is, they can help you define why a certain decision feels more meaningful to you than another.

Understanding your "why" will allow you to make choices that align directly with the things you care about — choices that will keep you fulfilled longer term.

For example, let's say you're trying to decide between two jobs that you've been offered. One is a high-paying corporate job and the other is a job working at a nonprofit with a reasonable, but lower, salary. If you take the time to identify your values and find that helping others is one of them, but money isn't high on your list, that makes your decision to work at the nonprofit a bit easier.

There are a number of ways to figure out what your values are. One of the best is through formal psychological assessments. My favorite is the Enneagram personality test because the results describe your personality traits and motivations in the context of ideal circumstances and stressful situations, which can give you a more holistic look at who you are.

### 3. What matters to other people?

None of us exist in a vacuum. Just as it's important to get clear on what matters to you, it's also important to consider how your decision will impact your loved ones — because it probably will.

Whether it's a partner, family member, or friend, ask the people who will be affected by your choices for their own thoughts, input, and feelings. This is especially important if

you're making a decision about your career. Often, these kinds of choices have a strong influence over your finances and living situation, as well as the amount of time you can dedicate to certain relationships.

For example, let's say you are offered a job that you're excited about that aligns with your values and requires you to commute two hours into work every day. You may be okay with this personally, but you must acknowledge that this is time you will lose out on spending with your significant other, family, or friends. Your decision, then, not only impacts you — it impacts those you care about.

This doesn't necessarily mean that you shouldn't take the job. However, it might mean that you should take the time to negotiate the offer to make it more closely aligned with both your values and those of the people around you. In this case, you might ask the hiring manager for a flexible work arrangement, one in which you come into the office only three days a week to limit your commute.

#### While-reading

How does identifying and understanding your values contribute to making meaningful decisions?

#### While-reading

What are some methods suggested in the text for discovering your values, besides formal psychological assessments?

#### 4. What is the reality of the situation?

The goal of asking yourself this question is to make sure that you are making your choices for the right reasons. You want to ensure that the decision you are about to make is based on correct data, not an erroneous interpretation of your situation. Otherwise, you might end up having false expectations or feeling disappointed by the choice you make.

To answer this question, you have to be objective and consider the realities surrounding your options, not your assumptions.

For example, let's say you're thinking about changing jobs because you think your coworkers aren't friendly. Before you make the big decision to leave your organization, ask, "Do I have information to back up my logic or am I making an assumption?" Maybe your coworkers seem unfriendly but are actually just shy. Maybe they're too focused on work to socialize. Or, maybe you're right, and they really are unfriendly. You won't know for sure unless you step back and look at the situation objectively.

#### While-reading

Why does the text emphasize considering the impact of your decisions on others, especially in the context of career choices?

Write down a description of the experiences you've had that back up your logic, but don't include any interpretations. Just describe what happened. Taking time to pause and describe creates an opportunity for you to evaluate things more clearly – and you can apply this tactic to any kind of situation.

If you're still in doubt about whether you've come to the correct conclusion after you've done this, double-check your conclusions with someone you trust, such as a friend or counselor.

#### 5. How do I put the pieces together?

Once you've answered these four questions, you've laid the foundation for making an optimal decision. But there's still one last step: putting all the pieces together.

How do you do that?

Start by reviewing all the information you've just discovered. For example, if you are trying to decide on a career path, consider the emotions you felt as you looked at your potential job choices. Ask yourself, "How do I feel and why do I feel this way?"

Next, review your values. Do the job choices that excite you align with those values? What about the values of your loved ones? This should help narrow down your list.

Finally, give yourself a reality check. Are there any factors driving your decision that are based on assumptions rather than information?

It will take time, but giving your full attention to each of these points should help you reach a rational, appropriate decision about what career path is best for you, no matter what your current situation is. Not only that, but you'll also know, on a deeper level, that the decision you're making is in full alignment with your values, your emotions, yourself, and the people you love. And when it comes to a major decision like finding your perfect career, that's exactly as it should be.

#### Notes:

Timothy Yen is a clinical psychologist with a doctorate from Azusa Pacific University, practicing in the East Bay area, and leading conferences and retreats around the globe.

Between his years in private practice and another eight years as a Mental Health Staff Sergeant in the US Army, he's empowered hundreds of individuals, families, organizations, and teams to develop authentic relationships and grow into their best selves. He currently resides in Northern California with his wife and son.

## 1. Glossary

Given below are the difficult words from the unit. Look at their meanings and use these words in your own sentences.

| Words                       | Meanings                                                                                                                                             |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| framework                   | a structured approach or set of steps, as mentioned in the text, for making decisions about one's career.                                            |
| values                      | core principles or beliefs that matter to an individual, influencing their decisions and actions.                                                    |
| enneagram personality test: | a formal psychological assessment mentioned in the text, used to understand personality traits and motivations in various situations.                |
| assumptions                 | unverified beliefs or conclusions that may lack sufficient evidence, emphasized in the text as potential pitfalls in decision-making.                |
| reality check               | the process of objectively evaluating and verifying the information surrounding options to ensure decisions are based on accurate data.              |
| flexible work arrangement   | a work schedule or setup that allows for variations, such as reduced office days, as discussed in the context of negotiating job offers.             |
| red flags                   | warning signs or indicators, in this case, negative emotions like anger or sadness while considering career options.                                 |
| Holistic Look               | A comprehensive view that considers various aspects, as suggested in the Enneagram personality test description.                                     |
| Conscious Awareness         | Being aware and mindful of one's thoughts, feelings, and motivations, particularly in the context of decision-making.                                |
| Optimal Decision            | A decision that is well-informed, aligns with one's values and emotions, and is made for the right reasons, according to the text.                   |
| Financial Abundance         | Having sufficient financial resources, mentioned in the context of imagining what activities one would pursue if financial constraints were removed. |

|                          |                                                                                                                                                  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Emotional Alignment      | Ensuring that the feelings associated with potential career choices match positive emotions, as discussed in the text.                           |
| Negotiate                | To engage in discussions with the aim of reaching an agreement, as suggested in negotiating job offers for a more suitable arrangement.          |
| Interpretations          | Subjective explanations or meanings attributed to experiences, separated from factual descriptions advised in evaluating situations objectively. |
| Holistic Decision-Making | Making choices that consider emotions, values, the impact on others, and the reality of the situation, as advocated in the text.                 |

## 2. Reading and Critical Thinking Skills

### A. Reading Comprehension Questions:

- Summarize the five-step framework outlined in the text for making better decisions about your career.
- How does the author suggest putting the pieces together after answering the four questions? Explain the process.
- Reflect on a personal decision you've made or are currently facing. How might applying the five-step framework outlined in the text be beneficial in your situation?
- In the fourth step, what is the purpose of asking, "What is the reality of the situation?" and how does it contribute to decision-making?

### Extended Reading

Read the given paragraph and examine how an author develops and contrasts the points of view of different characters or narrators in a text.

#### The Adventure

The rickety bus rattled its way up the mountain pass, spitting out puffs of smoke that clung to the air like wispy ghosts. Inside, Maya, her face pressed against the window, felt the familiar thrill of adventure. Each twist and turn, each crumbling stone wall, whispered tales of forgotten civilizations and hidden secrets. Her father, perched beside her, however, was less enthusiastic. He tugged at his collar, his brow furrowed with worry. "This is too dangerous, Maya," he grumbled. "This road is barely passable, and we haven't seen another soul for hours." Maya, though, could only point excitedly at the breathtaking vista sprawling before them - snow-capped peaks piercing the azure sky, valleys carved with jade rivers, and an ever-shifting tapestry of emerald green and burnt sienna. For her, this was not a dangerous journey, but a thrilling exploration, a chance to lose herself in the wild beauty of the world. Their perspectives, father and daughter, so vastly different, yet united by the shared journey, mirrored the paradox of adventure itself: a dance between fear and exhilaration, risk and reward.

## Questions:

- What did you find interesting in the given narrative? State the reason too.
- Think about a similar happening/ adventure and reproduce in similar manner linking new facts, terms, and concepts with prior knowledge.
- Choose words and phrases from the given paragraph and deduce the meaning of unfamiliar words from the given context using contextual clues.

### 3. Vocabulary and Grammar

#### A. Build up Dictionary skills

- Choose five words from the glossary provided on page 81 for the given text. Look up each word in a dictionary or use an online dictionary resource. Write down the definition of each word in your notebooks.
- Identify and list at least two synonyms for each word given in the glossary.
- Find and note down an example sentence using each word from the glossary in the correct context.

#### B. Formation of Nouns

- Change the given words into noun.

|         |           |             |            |           |
|---------|-----------|-------------|------------|-----------|
| Feel    | Valued    | Emotion     | Assessment | Framework |
| Reality | Situation | Negotiation | Conclusion | Alignment |

#### C. Synonyms

- Choose five words from the list below, taken from the original text. Find and write down the synonyms for each chosen word.
- Construct sentences using both the original word and its synonym to ensure proper context.

#### Word List:

|          |        |         |            |           |
|----------|--------|---------|------------|-----------|
| Feelings | Values | Emotion | Assessment | Framework |
|----------|--------|---------|------------|-----------|

- Read each question carefully and choose the correct option based on the information provided in the main text.
  - When making career decisions, why does the text emphasize paying attention to your emotions?
    - Emotions are irrelevant to decision-making.
    - Emotions provide insights into your core values.
    - Emotions distract from rational thinking.
    - Emotions hinder the decision-making process.

- ii. What is the Enneagram Personality Test mentioned in the text used for?
  - a) Assessing physical fitness.
  - b) Analyzing financial abundance.
  - c) Identifying personality traits and motivations.
  - d) Evaluating job offers.
- iii. According to the text, why is it important to consider the impact of your decisions on loved ones?
  - a) It adds unnecessary complications.
  - b) Loved ones don't influence career decisions.
  - c) Decisions often affect finances and relationships.
  - d) Personal decisions should be kept private.
- iv. What is the purpose of the "Reality Check" mentioned in the text?
  - a) To create unrealistic expectations.
  - b) To verify decisions based on correct data.
  - c) To ignore actual situations.
  - d) To make decisions without consideration.
- v. How does the text suggest putting the pieces together in the decision-making process?
  - a) Ignoring emotions and values.
  - b) Reviewing information discovered and conducting a reality check.
  - c) Making impulsive decisions.
  - d) Disregarding the opinions of loved ones.

### Grammar

(Modal verbs, Active Passive voice, first conditional sentences, silent letters)

#### Modal Verbs:

#### E. Complete the sentences with the appropriate modal verb:

- i. She \_\_\_ speak Spanish fluently.
- ii. You \_\_\_ bring an umbrella; it might rain.
- iii. You \_\_\_ exercise regularly to stay healthy.
- iv. We \_\_\_ go to the concert if we finish our homework on time.
- v. Students \_\_\_ wear the school uniform.
- vi. You \_\_\_ attend the meeting if you want to.
- vii. Students \_\_\_ finish their assignments before the deadline.
- viii. You \_\_\_ borrow my book if you promise to return it.

## 4. Oral Communication skills

- A. Can you identify examples or scenarios where assumptions might lead to incorrect decision-making, as mentioned in the lesson text? Discuss in groups followed by presentation by the group representative chosen by the teacher.

## 5. Writing Skills

### A. Precis Writing

Read the given passage about climate change and write a precis, summarizing the key points in about 1/3 of the original length. Focus on maintaining clarity and coherence.

**Passage:**

"The impact of climate change is evident in rising global temperatures, melting ice caps, and extreme weather events. It poses a significant threat to ecosystems, biodiversity, and human livelihoods. Urgent action is required to mitigate these effects and transition to a sustainable future."

### B. Comparative Essay

**Activity:** Read the given story. Use a variety of techniques (introducing a topic, developing it, using transitions and creating cohesion, concluding) to sequence events so that they build on one another to create a coherent whole and build toward a particular tone and outcome (e.g., a sense of mystery, suspense, growth, or resolution). Rearrange the sentences to make a comprehensive coherent story.

## The Unseen Hand: A Story of Discovery and Resolution

The discovery of a cryptic message, scrawled upon an ancient scroll, ignited a fervent curiosity within me. My journey began in the dusty archives of a forgotten library, where I stumbled upon the relic. Its faded script, barely visible under layers of time and neglect, whispered tales of a long-lost civilization and an enigmatic secret. The message, deciphered with painstaking effort, revealed a sequence of seemingly random numbers and symbols. Each element appeared to hold a unique significance, but their connection remained elusive. My research delved into obscure historical texts, seeking parallels and potential meanings. Days blurred into weeks as I meticulously cross-referenced ancient languages, astronomical charts, and philosophical treatises. Slowly, a pattern began to emerge from the seemingly chaotic data. The numbers, I realized, represented constellations visible from a specific point on Earth, while the symbols corresponded to celestial events. This revelation triggered an epiphany - the message was not a mere cipher, but a coded map, directing me to a hidden

## F. Write sentences using a modal verb to express

necessity/obligation/possibility/ability/permission/

- i. She has a test tomorrow; \_\_\_\_\_ study tonight.
- ii. The weather forecast says it \_\_\_\_\_ rain later.
- iii. She has a talent for painting; \_\_\_\_\_ create beautiful artwork.
- iv. He \_\_\_\_\_ able to finish the project on time.
- v. She \_\_\_\_\_ take permission to leave early.

## G. First Conditional Sentences:

In a type 1 conditional sentence, the tense in the "if" clause is the simple present, and the tense in the main clause is the simple future.

The type 1 conditional refers to a possible condition and its probable result. These sentences are based on facts, and they are used to make statements about the real world, and about particular situations. We often use such sentences to give warnings. In type 1 conditional sentences, the time is the present or future and the situation is real.

## Examples

If I have time, I'll finish that letter.  
What will you do if you miss the plane?

Nobody will notice if you make a mistake.

Fill in the blanks with the correct form of the verb in the first conditional:

- i. If it \_\_\_\_\_ (rain), we won't go for a walk.
- ii. If you \_\_\_\_\_ (study), you will pass the exam.
- iii. She \_\_\_\_\_ (travel) if she gets a vacation.
- iv. If she \_\_\_\_\_ (study), she \_\_\_\_\_ (get good grades).
- v. We \_\_\_\_\_ (not go) unless you \_\_\_\_\_ (come).
- vi. If it \_\_\_\_\_ (snow), we \_\_\_\_\_ (build a snowman).
- vii. She \_\_\_\_\_ (join) the team if she \_\_\_\_\_ (pass) the tryouts.

## H. Create first conditional sentences based on the prompts:

- i. If she studies hard, \_\_\_\_\_ (get a good grade).
- ii. If they miss the train, \_\_\_\_\_ (be late for the meeting).
- iii. If he \_\_\_\_\_ (not set an alarm), \_\_\_\_\_ (oversleep).
- iv. If you \_\_\_\_\_ (forget your keys), \_\_\_\_\_ (not enter the house).
- v. If you \_\_\_\_\_ (miss the bus), \_\_\_\_\_ (be late for school).

## Silent Letters:

## I. Write the words with silent letters:

|         |         |         |
|---------|---------|---------|
| B _____ | K _____ | C _____ |
| R _____ | D _____ | P _____ |
| P _____ | G _____ | L _____ |
| K _____ | C _____ | W _____ |

location. Armed with this newfound knowledge, I embarked on a thrilling adventure. Following the celestial clues, I traversed desolate landscapes and treacherous terrains, driven by an insatiable thirst for discovery. Each step deepened the mystery, leading me to believe that the destination held a profound truth, one that could rewrite the narrative of our history. Finally, after weeks of relentless pursuit, I reached the designated location - a hidden chamber deep within a forgotten temple. Inside, I discovered an intricate device, powered by a celestial alignment the message had predicted. As the sun reached a specific point in the sky, activating the mechanism, a hidden passage revealed itself. The passage led to a concealed library, overflowing with knowledge from the lost civilization. The scrolls and tablets within unveiled the civilization's remarkable achievements, their profound understanding of the universe, and their wisdom in preserving this knowledge for future generations. This discovery, a testament to their ingenuity and foresight, inspired awe and humbled me with the realization of our own potential. This journey, initiated by a cryptic message, transformed me. It awakened a profound sense of wonder and instilled in me an unshakeable belief in the power of knowledge. The unseen hand that guided me through this journey, hidden in the message itself, revealed a truth far greater than any individual. The lost civilization's legacy, preserved within the hidden chamber, serves as a beacon, reminding us of the boundless potential that lies within the depths of our collective human spirit.

### Activity

Choose two novels from your English Textbook's suggested readings and create a comparative essay exploring their themes, characters, and writing styles. Use a mind map or graphic organizer to outline your ideas before writing the essay. Highlight both similarities and differences.

### C. Letter Writing of Complaint

Imagine you purchased a faulty electronic device. Write a formal letter of complaint to the manufacturer, detailing the issues you've encountered and expressing your dissatisfaction. Provide specific details and suggest a resolution following the prescribed letter format.

#### Teacher's Point

*Guide students to produce legible work that shows the correct spelling of the conventions of punctuation and capitalization. Also help them recall and practice construction of sentence patterns and structures learned in earlier classes.*

## Letter Writing Format

In general, everyone needs to be aware of the format of letter writing, more so candidates appearing for examinations. A letter is composed of different elements that change depending upon its nature. The format for both the types of letters is given below.

### Letter writing format of Formal Letter

A formal letter must adhere to the prescribed format. The letter writing format of a formal letter is as mentioned below:

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sender's address</b>      | <ul style="list-style-type: none"> <li>• One of the most essential components, also known as the return address.</li> <li>• It is the mailing address of the sender.</li> <li>• The address and contact details of the person sending the letter are written here.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Date</b>                  | <ul style="list-style-type: none"> <li>• Immediately after the sender's address comes the date on which the letter is written.</li> <li>• Candidates, while writing the letter in the exam, can follow any of the formats to write the dates: DD/MM/YY OR MM/DD/YY.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Receiver's address</b>    | <ul style="list-style-type: none"> <li>• The corresponding address, i.e. the address of the recipient of the mail is written here.</li> <li>• Candidates must start with the receivers' designation followed by the name of the organization and then the full address.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Subject</b>               | <ul style="list-style-type: none"> <li>• This highlights the aim of writing the letter. The subject of the formal letter should be very brief (6 to 8 words) and must be preceded by the word 'Subject'.</li> <li>• The receiver, through the subject, understands the purpose of the letter at a glance.</li> </ul>                                                                                                                                                                                                                                                                                                                                              |
| <b>Salutation</b>            | <ul style="list-style-type: none"> <li>• This is a customary greeting to the recipient of the letter.</li> <li>• If the name of the recipient is known, the salutation starts with 'Dear' followed by Mr/Mrs/Miss, etc.</li> <li>• If the person is unknown or even the gender is not known the recipient can be addressed as Dear Sir/Dear Madam.</li> </ul>                                                                                                                                                                                                                                                                                                     |
| <b>Body of the letter</b>    | <ul style="list-style-type: none"> <li>• The most important element of any letter. It furnishes the reason behind writing the letter.</li> <li>• For formal letters, candidates should use short, clear, logical paragraphs to state the subject matter.</li> <li>• The body of the letter is generally divided into 3 paragraphs:               <ol style="list-style-type: none"> <li>a) <b>Introduction</b> that states the main point.</li> <li>b) <b>Middle part:</b> Supporting points and details to justify the need and importance of letter writing.</li> <li>c) <b>Conclusion:</b> Request for some action or what is expected.</li> </ol> </li> </ul> |
| <b>Complimentary closure</b> | <ul style="list-style-type: none"> <li>• This is to end the letter with respect in a polite manner such as 'Yours faithfully', 'Yours sincerely', etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Signature line: sender's name, signature and designation**

- This is the last part where the sender of the letter signs off with his first or last name.
- The signature line may also include a second line for the title or designation of the sender.

Candidates writing formal letters in the exam must remember the following pointers.

- Use of colloquial words, short forms, slang language and abbreviations are restricted.
- The letter must be to the point, precise and clearly indicating the message.
- The subject line is very important in formal letters.

### **1. Letter of Complaint**

A complaint letter is written with the aim and hope of finding a suitable solution for a problem that has not been resolved. There are various problems faced by people. Making complaints to bring these problems to the attention of the higher authorities is the only way to resolve the problems.

Making complaints against someone is never easy, and doing it in writing is far more challenging because everything would be recorded. In light of this, extreme caution should be used while writing a complaint letter.

#### **How to Write a Complaint Letter?**

When you are displeased with a service or have an issue that needs to be resolved, you should write a complaint letter to the relevant authorities. Make sure to compose the letter in a professional manner. A formal letter is formatted similarly to a complaint letter. The sender's address, the date, the recipient's address, the topic, the greeting, the body of the letter, the complimentary ending, your signature, and your name in block letters can all be included in a complaint letter.

**The usual format is as follows:**

Sender's address

\_\_\_\_\_  
\_\_\_\_\_

DD/MM/YY

Receiver's address

\_\_\_\_\_  
\_\_\_\_\_

Subject: \_\_\_\_\_

Sir/Ma'am, (Salutation)

Body of the Letter explaining the reason for your letter and the complaint.

State the issue and its causes

State the problems arising from the issue

Give some suggestion/recommendations

Thanking you

Yours faithfully, (Complimentary Closing)

Signature

NAME in block letters

**HEADING 1:** Address of the applicant, can be written on right or left hand corner. Either no punctuation or the given format should be used. Use formal format of date. Don't use 12-10-13

Examination Hall,  
City, ABC,  
17<sup>th</sup> January, 2016.

**HEADING 2:** Address of the person you are writing to. Should be written in a box form. Designation + Name of the Office + city. Notice the punctuation marks.

The Chairman,  
Union Council-23,  
ABC.

**Subject:** Write the subject clearly and underline it so it becomes highlighted.

**Subject: Defective Drainage System.**

Sir,

I would like to bring into your notice the extremely bad condition of the drainage system of my locality. Here are some facts for your consideration:

- The underground drains along the smaller roads or street get choked every second or third month with dirty water overflowing from the manholes.
- The rainwater is not properly drained out with the result that roads and streets get broken. The flooded roads become a great problem for traffic. The clothes of passersby get soiled and their movement becomes risky.

**Salutation:** It should be according to the rank and the writer's relation to him. Use Sir/Madam or Dear Sir/Madam, or Respected Sir/Madam with a comma at the end.

**Body:** Body of the application/letter can be written in several paragraphs depending on the subject. It can be indented, starting after a small space of three or four letters or in a BLOCK STYLE, starting from the margin. There has to be one-line space between two paragraphs. Important points can be written in a bulleted form.

It is suggested that the present drainage system be cleaned thoroughly and repaired completely. New drains should be dug where necessary.

I hope you will try to solve this grave problem at your earliest.

Waiting for a favourable response.

**Ending:** "Yours" WILLNOT have a comma. **Your's is WRONG.** Different ending salutations can be used according to the designation and the relation. Most commonly used are "Yours truly" and "Yours sincerely". Put a comma after it.

Yours sincerely,  
XYZ