

Name: _____
 Subject: English Language

Grade: 9J 10/05/2021
 Topic: Formal Letter of Complaint

Candidates are advised to read very carefully the instructions given. Marks will be awarded for the orderly presentation of material. Candidates who neglect this essential component will be penalized.

QUESTION 2

FORMAL LETTER-WRITING (10 MARKS)

INSTRUCTIONS:

Write **ONE** of the following letters. The body of the letter should contain approximately 100 words. Please begin your letter on a new page – on page 9.

2A

- (a) The sleeping bag that you bought for a camping trip with your youth group turned out to be of poor quality. Write a letter of complaint to the manager of the local store where it was purchased, explaining the inconvenience caused. Request that he or she settle the matter in a satisfactory way.
- (b) A number of teachers at your school have just formed a *Big Brother Big Sister* Committee. Write a letter of application to the chairperson of the committee, giving at least **THREE** reasons why you should be selected as a Big Brother or Big Sister at your school.
- (c) Write a letter to the teacher who is the chairperson of the Travel Club at your school, thanking him or her for arranging the most recent trip that club members took. Be sure to let him/her know exactly why you enjoyed the trip.
- (d) A teacher at your school is leaving, as he/she has been promoted to senior master or senior mistress at another school. Write a letter congratulating him/her on this achievement. Be sure to include reasons why you feel he/she is deserving of such a promotion.

There is an envelope on page 10. Address it correctly after you have written the letter.

[Turn over

2B Address this envelope correctly to correspond with the letter you have written. If you make a mistake addressing the envelope, draw a line through it and draw another envelope in any remaining space in this booklet.

STAMP