

DESCRIPTIVE ENGLISH GUIDE 2018

ESSAY WRITING TIPS

1. SELECTION OF TOPIC

Once you reach the descriptive section of the exam, read the given topics. For example, in the previous year exam, the topics were: Global Warming-Reasons & Solutions, Contribution of Indian Space Programs in improving the quality of life; Digital India Program. Once you read all the topics, think for a minute and pick the topic of which you have maximum knowledge so that you can add references, examples and impressive content. If you choose the topic without thinking, and in the middle of writing you will struggle to collect information and ideas to put in. So choose your topic wisely.

2. ANALYZE PREVIOUS PAPERS

Before the exam, you should go through some sample papers of previous year papers to get an idea about the topics that you may come across in the paper. Try to research the related information. For example, you can read about the space programs launched by ISRO, the government initiatives and environmental issue of the contemporary times. Thus, you won't struggle with the ideas while writing your essay.

3. CHOOSE THE TYPE

Once you are sure about the topics you have chosen to write, don't start writing instantly. There are various types of essay, some are argumentative, narrative, expository and descriptive, cause & effect, compare & contrast, persuasive essay. Now you need to think about what kind of essay you are going to write. Will you write a story, or write the causes effects and solutions? Are you going to argue about something or going to pursue the already given idea/dictum? Because each type of essay follows a different kind of writing skills. So you should be very clear about the writing strategy.

4. MAKE MAPS

Once you are sure about the strategy, wait for a minute and create maps. For example, if you are writing for Causes and Solutions of Global Warming divide it into sections as follow

Introduction→ What is global warming? → Different Causes→ Cause 1→Cause 2→Cause 3→Solutions →Solution 1→Solution2→Solution3 etc.→ Conclusion

Using this map you can decide the flow of your essay, you can modify the arrangement of paragraphs and thus the essay will be fluent and impressive.

5. INTRODUCTION & CONCLUSION

To make your first impression good, use an impressive introduction, which can be a related quote or a broad statement. A normal introduction will never fetch good marks. Similarly, the conclusion is also essential in an essay which should conclude or precise your essay in a single paragraph and for that you must know how use precis skills to summarise your essay.

6. THE BODY

The body of the essay is as important as your introduction and conclusion. It should be aligned or have a flow of course/action. There should not be a random arrangement of paragraphs put together. It should have a fluency of ideas and arrangement of thoughts that must be put together for a purpose. For example: if you are writing about the causes of global warming: the body should be arranged in the following way

Main Cause: Burning of fossil fuels, emission of CO₂, CO₂ is produced by vehicles, deforestation, burning of coals etc. now you should arrange them logically and when you write solutions, the arrangement should be according to the causes.

7. THE LAST STROKE

Once you have finished writing the conclusion, finish your essay at a striking note. Add some statement that you read in the newspaper, a quote related to the topic or make your own quote that will give your essay a finishing touch.

8. REVISE

After completing your essay, revise and re-read to rectify grammatical errors, spelling errors, and punctuation marks. Some students don't revise their write-ups and thus they end up doing very silly mistakes. So always revise.

9. MUST DO

- i. Always check your statements
- ii. Must follow a logical arrangement of paragraphs
- iii. Use good vocabulary but never try to use extra-advance vocabulary that confuses the examiner.
- iv. Crosscheck the spelling and conjunctions like if-then, to-too etc.
- v. Use adverbs and adjective carefully, their incorrect placement will lead to deduction of marks

10. NEVER DO

- i. Never use abbreviations like don't, didn't, haven't etc.
- ii. Never place paragraphs randomly
- iii. Never write incorrect facts and statements
- iv. Never write irrelevant statements
- v. Never exceed the word limit.

HOW TO WRITE A LETTER?

RULE 1: IT'S FORMAL

First and foremost of all, remember that it is a formal letter. So remember that you are writing this letter as a request to an official and not to a friend or a family member and hence make sure to write the letter in a formal manner.

RULE 2: ADDRESSING THE LETTER

Make sure you know the official's name. Make sure that you know exactly whom this person is, and that he or she is the appropriate person to contact about your case. Clarify why you are writing a letter to this particular official.

RULE 3: FIND THE E-MAIL ADDRESS OF THE OFFICIAL

In reality, you must mention the email address of yours to the person whom you are sending. However, in the exam, just mention it as xyz@gmail.com. This is an added advantage and would fetch extra marks.

RULE 4: MENTION THE PHONE NUMBER OF THE OFFICIAL:

When writing a formal letter, it is recommended to mention your phone number of yours, so that the concerned official might find a way to contact you. However, it's not always necessary. In exam, just mention it as xyz.

RULE 5: FORMAT OF ADDRESSING THE LETTER

Include the official's title and full name (e.g. Prime minister Narendra Modi) along with his or her official mailing address. Write the words clearly and legibly in the centre of an envelope, and then seal the letter inside the envelope. Stick a stamp in the top-right corner of the envelope. Please make sure to write your full name and return address in the top-left corner of the envelope!

RULE 6: FOLLOWING PROPER ETIQUETTE

Show due respect. Open your letter with a formal salutation, and end it with an appropriate closing statement. Depending on the level of government, this official may employ a team of secretaries to read his or her mailbox for important letters. A polite, thoughtful, and well-written letter will usually be more likely to make it through this filtration system.

RULE 7: THE GREAT INDIAN DILEMMA:

The first doubt that comes to our mind is whether to put a comma after 'from' and 'to'. The answer is plain no. Do not make the mistake of keeping a comma or semicolon after from and to. This might cost a few precious marks.

If not all the above rules makes sense, we are attaching a sample letter for your reference, just make sure you give it a glance before going for exam.

PRÉCIS WRITING

Writing a précis means making an intelligent summary of a long passage. To write a précis one should have a clear understanding of the passage: only then will one be able to include all the essential points and tips and tricks of essay examples in the précis.

SOME GENERAL CONSIDERATIONS:

Learn with shortening in your words, text of written work useful writing tips, essential thoughts, ideas or fact on how to write a précis writing format with preciswritingexamples.wordpress.com. It is generally accepted that a précis should be a third of the passage given. If the original passage has 300 words, the précis should not be more than 110 words in length.

- A précis should be in the language of the précis-writer. The original passage is not to be reduced in length by just removing unimportant or unnecessary sentences and by reproducing the rest as the precis. It should be a brief gist or summary of the passage expressed in the writer's own words.
- A précis should be full i.e. it should contain all the essential thoughts, ideas or fact in the original passage. It should not contain repetitions or observations that are not relevant to the main theme of the original.
- A précis is always written in Reported Speech. The passage given may be a speech made by a person in Direct Speech, but the précis is to be in Reported Speech and in the Third Person and in the Past tense.

TECHNIQUES OF PRÉCIS – WRITING

There three kinds of work to be done in producing a clear and successful precis. They are (1) Reading, (2) Writing and (3) Revision.

READING

Read the passage carefully

- If one reading is not enough to give you a general idea of its meaning, then read it a second time. As you read, find out the subject or the theme of the passage and what is said about the subject.
- It will be a good thing if you find out the lead or the topic sentence. The lead sentence will help you to see the subject clearly. It will also help you to think of a title for the precis example.
- Further reading may be necessary at this stage to make sure that the details of the passage are also understood. Read the passage more slowly this time, even sentence by sentence, and make sure that everything in the passage is understood. If this is not done, it is likely that you will miss something important, especially if it is expressed by a short phrase or a single word.
- Now comes the process of selection. The writer of the precis writing passages has to decide what facts or ideas in the passage are essential and what are of secondary or no importance. Taking the main ideas of the passages as your point of reference, it should not be too difficult to write out the important points in the original in a corner of your writing work sheet.

WRITING

- You should first prepare a draft of the precis, keeping in mind, the need to reduce he original to one-third its length. The main thoughts expressed in the passage, the ideas it contains, the opinions presented and the conclusion arrived at should figure in the rough draft. Unimportant things like the names of people and places and dates should not figure in it.
- It may so happen that your first draft is too long or that it sounds rather jerky. Shorten it if necessary and write out a careful second draft during college preparation. Sometimes you may need to work out three or even four drafts, but with reasonable care and concentration, you should normally succeed in producing a good precis writing by the second draft.

- Remember that a precis or essay is a connected whole and that it should read smoothly and continuously, Get more advice and tips for more study tips for online education sites.

REVISION

When you have made your second (or final) draft, carefully revise it before writing out the fair copy. Look for many mistakes or slips in grammar or spelling and correct them. Don't forget to give your precis a title for precis writing examples.

FEATURES OF A GOOD PRÉCIS

A good Précis:

- is marked by clarity, brevity and precision.
- is not just lifting of the sentences from the original. It should be written in the precis writer's own words.
- is a miniature version of the original passage.
- must have a logical order and be well-knit and well connected.
- must have coherence; must use linking devices such as so, therefore, and, because further etc. and must follow the
- order of ideas of the original. must have a title.
- is written in reported speech.
- must not contain any details not found in the original.

DO'S IN A PRÉCIS

- Start your précis by highlighting the main idea of the passage and you should create contextual environment where you can place the necessary points. Once the main idea is established in the précis, you can present the methods, points, by the author of the passage.
- Compress and clarify a lengthy passage, article, or book, while retaining important concepts, key words, and important data.
- Remove what is superfluous and retain the core essence of the work.
- Always remember that mentions about history/writing about history should be advisably done in the past tense.
- State the purpose of the research or piece of writing (why was it important to conduct this research or write on this
- topic?)

DON'TS IN A PRÉCIS

- Do not express your own opinion, wish, remark or criticism.
- Do not insert any question in your précis. Its significance, if essential, may be expressed by a statement.
- Do not use abbreviations or contractions.
- Do not be jerky. This suggests that most probably, you have not understood the sense of the passage properly.

WHAT IS REPORT WRITING?

Report Writing is a well-organized writing process that needs enough skill, research, and details. This report writing process is usually time-consuming and often requires a detailed research for which the report writer may have to visit places, meet people and find a solid conclusion at the end of the day to write a good report. Use of report writing is to explain a matter or issue and inform higher authorities to help them take a right decision or action in regards to the matter or issue. There is a little room for creativity in the report writing structure as the main focus is to enlighten the readers about a matter or issue and make the whole thing self-explanatory for easy understanding. Report Writing is the primary tool of media personnel through which they pass on specific information about an incident or topic. Apart from the media usage, report writing is required in various sectors like corporate, government, politics etc. To offer a better understanding, learning about the essence of this form of writing – ‘The Report’ is very important.

WHAT IS A REPORT?

A report is a methodical, well planned document which outlines and evaluates a subject or problem, and which may include:

- The record of an order of events
- Explanation of the implication of these events or facts
- Evaluation of the facts or results of research presented
- Discussion of the consequences of a conclusion or course of action
- Conclusions
- References

REPORT-WRITING

Reports must always be:

- Correct
- Crisp
- Clear
- Well-Structured

TYPES OF REPORT WRITING

Everything must be in details. There are many types of report writing for organizations that are used for various purposes. To format your report to serve varied needs, have a look at the primary report writing types mentioned below.

FORMAL REPORT WRITING

Formal Report Writing is pretty complex and time-consuming. Usually, it demands an immense research, explanation, references, links, lists and many other things to make the primary point clear enough for the readers. This type of report writing is usually preferred for an important incident, issue or matter by big organizations. Formal report writing is generally long and expensive. Formal Report writing has an internationally accepted pattern that includes various components that are mentioned below.

COVER – The cover of a report is something that drives a reader’s attention first. The report’s cover leaves a huge impression on the reader’s mind and he/she can get an idea regarding the report’s topic or quality through the cover design. There is a saying – “don’t judge a book by its cover” but it is also true – what seems well, sells well and hence the report writer must take care of the cover of the report with has a major role to depict the report brief.

TITLE OF THE REPORT – This component includes the report’s title and the name of the writer. Apart from these things, the title can also have a date and the name of the organization for which the report has been prepared. The cover also has these things but putting them in details in the title section is mandatory.

TABLE OF CONTENTS – This section includes headings and subheadings of the primary text written. This is a very important portion of report writing. It helps your readers to reach desired sections in your report in a hassle-free manner.

SUMMARY – Here you basically provide the synopsis of the whole report’s primary text and you can also call it an informative summary.

INTRODUCTION – This is the most important section of the main text. The main text always includes three components – introduction, discussion, and conclusion. Here, you introduce the main text of your report in the most intriguing a detailed manner so that all types of readers can get your point without much effort.

DISCUSSION – In the discussion section, a report writer discusses the main story of the report. According to your reader’s convenience, you decide the order of the report’s results. You can also do a result to theory comparison here along with the analysis, evaluation and interpretation of the data included. **CONCLUSION/RECOMMENDATION** – You can present the summary of the discussion section here. Here, you mention your findings and recommend the elements to your readers as per your overall evaluation.

PROCESS FOR REPORT WRITING

To bring up an effective report, the right process has to be followed. Here are seven steps to undertake best report writing process.

DECIDE THE OBJECTIVE:

Like any other process, report writing sets its base on the purpose, why a report is being created. With a clear objective ahead, it helps report writer to stay focused and produce quality report that is easier to engage the reader.

UNDERSTAND YOUR AUDIENCE:

Right understanding of the audience definitely leads to a quality report. For example, an annual financial report for stakeholders is completely different from a financial review. And with an understanding, a writer can alter the use of language, data incorporated and supporting material that can uplift the indulgence for the set audience.

REPORT FORMAT AND TYPES

For a report to be an effective communication tool, it must follow a particular format or type. Deciding on parameters like, written report or presentation; what type – formal, informal, financial, annual, technical, fact-finding or problem-solving report; design templates if any available.

COLLECT THE FACTS AND DATA

Adding figures, facts and data adds credibility to the report and strengthens the argument. Adding data or facts brings along a crucial responsibility to cite or mention the sources, like interviews, articles, sayings, articles, etc.

STRUCTURE THE REPORT:

A report typically has four elements, the executive summary (this is written after the report is finished), introduction (this includes the structure of the report and table of contents), body (main text and report is occupied in this portion), conclusion (this is a binding portion that brings all the elements of the report into a systematical end).

READABILITY

The readability part is definitely a crucial aspect as it becomes a must to make the report enjoyable and accessible to read. A great navigation is the best way to make the reader take a uniformed path through the information flow.

Adding proper formatting (h1, h2, h3...), graphics/visuals, break up of long text into shorter for better read and giving the text in report writing structure with bullet points for better understanding.

EDIT

The initial draft of report writing is never perfect (at least 90% of times). This calls for edition and revision of the content.

Best practice can be keeping aside the report document for few days and then once more start working over it again or ask a fellow member to review or proofread it for you.

Also while you edit or get it edited, make sure you keep writing samples handy. These samples can act as a guideline.

SAMPLES OF ESSAY WRITING

EMPLOYMENT GENERATION PROGRAMMES OF INDIA

It has always been a challenge for a nation to be able to create jobs as per the demand generated. India has been facing such challenge since independence with 85% population involved in agriculture and having overall literacy level less than 16%. With major steps like new economic policy, industrialisation, domestic market reforms, globalisation etc. India is able to uplift its unemployment state. But with the slow growth process presently, more than 50% population is involved in primary sector and sometimes they are disguised unemployed.

Government has diversified its scope of employment generation programs to reach each and every section of the population. During budget speech finance minister Arun Jaitley's proposals include enhancing infra spending, creating rural markets, giving tax sops to small industries, a special package for textiles and a reduction in statutory employees' provident fund contributions by new female employees. Government has launched an online portal for job seeker "National career service" which will help job seekers connect to job provider. Under Ayushman Bharat programme it will not only address health care but will also generate jobs. During Budget Finance minister has also lowered the corporate tax which will result in increase profit of companies and hence will demand more man power in corporate world. Government also plans to lend 3 lakh crore under MUDRA Yojana to small entrepreneurs which may become job creators. Government is also trying to increase women work force in formal sector by providing incentives through Employees Provident Fund of 12% of the wages. Government is also trying to provide maximum livelihood opportunities to rural area by spending Rs14.34 lakh crore to create employment of 321 crore person days. And to add cherry to the icing government after successfully achieving its target in Textile sector and MSME last year now have allotted Rs7,148 crore and Rs3,794 crore to respective sectors.

Introduction of GST has already resulted in improvement of India's ranking in ease of doing business, due to which business stabilising and operation would become easier for entrepreneurs. Luckily odds are in favour of India as manufacture sector revived, service sector has also retained its high growth rate of 8+% and our exports are expected to grow at 15%. Thus we can conclude that these policies will help India to create more Jobs.

ROLE OF GST IN REDUCING BLACK MONEY

GST "not only provides ease of doing business but also the way of doing business" as said by PM Modi. The transaction and delivery of goods and services along with step by step tracking procedure, less human interface and negligible chances of illegal tax commission has made a new way for the country in combating black money.

Dual monitoring by state and centre has been made possible in application and processing of tax collection throughout the country with central GST(CGST) and state GST(SGST). The technology-driven sound tax policies as made way for strong governance. The inter-state and intra-state movement of goods and services are tracked and the illegal tax collection on their movements has been controlled.

Seamless flow of input tax credit means at the time of paying tax on output, can reduce the tax already paid on inputs, has come into play efficiently. This has paved a new way of reducing the dual charges that were illegally taken earlier.

PAN-based GSTN (GST network) gives complete information about tax collection at each and every point of service. The online network with information on registration and transaction of goods and amount paid on them has left no option of illegal money resource in the form of black money.

GST acts like a surgical strike on tax evaders makes traders more responsible for their business processes and secured the nation from its attack. The anti-profiteering measures have helped to curb corruption and prevented the process of illegal pocket filling.

PRÉCIS WRITING SAMPLES

PASSAGE 1

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money. A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay— very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen. The clergyman's object is essentially baptize and preach not to be paid for preaching. So of doctors. They like fees no doubt—ought to like them; yet if they are brave and well- educated the entire object to their lives is not fees. They on the whole, de ire to cure the sick; and if they are good doctors and the choice were fairly to them, would rather cure their patient and lose their fear than kill him and get it. And so with all other brave and rightly trained men: their work is first, their fee second—very important always; but still second.

SOLUTION

Money-making is a common attraction in life. But it cannot be the principal aim of well educated, cultured and brave man. A brave soldier prizes honour and victory more than his pay. A good clergyman is more interested in the moral welfare of his people than his returns. A doctor (good) values the care of his patient far more than his fees. Thus with all the well-educated, intellectual persons, their work is first, money next.

PASSAGE 2

Home is the young, who known "nothing of the world and who would be forlorn and sad, if thrown upon it. It is providential, shelter of the weak and inexperienced, who have to learn as yet to cope with the temptations which lies outside of it. It is the place of training of those who are not only ignorant, but have no yet learnt how to learn, and who have to be taught by careful individual trail, how to set about profiting by the lessons of teacher. And it is the school of elementary studies—not of advances, for such studies alone can make master minds. Moreover, it is the shrine of our best affections, the bosom of our fondest recollections, at spell upon our after life, a stay for world weary mind and soul; wherever we are, till the end comes. Such are attributes or offices of home, and like to these, in one or other sense or measure, are the attributes and offices of a college in a university.

SOLUTION

Home shelters the young who are weak and inexperienced and unable to face the temptations in life. It is a centre of their elementary education and a nursery of sweet affections and pleasant memories. Its magic lasts for ever. A weary mind turns to it for rest. Such is the function of a home and in some measure of the university.

LETTER WRITING SAMPLES

1. WRITE A LETTER TO AN AUTHORITY REGARDING THE DIFFICULTIES FACED BY STUDENTS REGARDING POWER CUT AND REQUEST THEM TO ENSURE UNINTERRUPTED POWER SUPPLY.

Your address

Other contact details you may wish to give, phone, e-mail etc

Date.

Kumar,

Manager, TNEB or (Customer Services Manager), if you do not have a contact name

Chennai -91.

Reg: To complain/take action against power cuts.

Dear Kumar,

On 20 August, I would like to report the frequent power interruptions in our locality, Chennai these days. I am disappointed because of the unsatisfactory service of the electricity board to control the power cut problem and their service was completely pathetic because no one seems to bother about the problem and many the municipal corporation thinks of it as a minor issue. Yet, this cannot be tolerated.

For the problem to be solved, I would like you to provide uninterrupted power supply regarding considering the condition in our locality. We are trying this as a last resort because no one did concern in the corporation regarding the complaint.

Enclosed is a copy/are copies of the photographs taken and some files given by the corporation.

I look forward to hearing from you and to a resolution of this problem. Please contact me at the above address or by phone **[give numbers]**.

Yours sincerely **[Sign]**

[Your Name]

Enclosures: **[state documents you have enclosed, if any]**

Cc: **[The Name of person or agency you want to send a copy of this letter to]**



2. WRITE A LETTER TO REGIONAL TRANSPORT OFFICER TO INTRODUCE A NEW BUS SERVICE TO YOUR LOCALITY CONSIDERING THE INCREASED POPULATION AND TIME DELAY THESE DAYS

Your address

Other contact details you may wish to give, phone, e-mail etc

Date.

Kumar,

Regional Transport Officer or (Customer Services Manager), if you don't have a contact name)

RTO office

Chennai -91.

Reg: To introduce a new bus service in our locality.

Dear Kumar,

From recent incidents, I would like to report the shortage of bus service in our locality these days. I am disappointed because of the unsatisfactory service of the Regional Transport Office to control the quality and quantity of buses and their service was completely pathetic because no one seems to bother about the problem and many the RTO thinks of it as a minor issue. Yet, this cannot be tolerated.

For the problem to be solved, I would like you to provide increased number of buses in the route considering the population outburst in our locality. We are trying this as a last resort because no one did concern in the corporation regarding the complaint.

Enclosed is a copy/are copies of the photographs taken and some files given by the corporation.

I look forward to hearing from you and to a resolution of this problem. Please contact me at the above address or by phone **[give numbers]**.

Yours sincerely

[Sign]

[Your Name]

Enclosures: **[state documents you have enclosed, if any]**

Cc: **[The Name of person or agency you want to send a copy of this letter to]**

3. WRITE A LETTER TO THE AUTHORITY IN MUNICIPAL CORPORATION TO PICK UP WASTE AND GARBAGE DUMPED IN YOUR LOCALITY:

Your address

other contact details you may wish to give, phone, e-mail etc

Date.

Kumar,

Manager or (Customer Services Manager), if you don't have a contact name)

Municipal corporation

Chennai -91.

Reg: To introduce a new bus service in our locality.

Dear Kumar,

This spring I requested a yard waste recycling can, which I promptly paid for upon delivery. It was under the impression that the waste would be picked up each Monday and taken to the city recycling site, but I observed that my yard waste is being dumped into the regular household garbage truck and hauled to the landfill. I object to this breach of trust. Please see that the yard waste is indeed recycled, or refund my money.

Enclosed is a copy/are copies of the photographs taken and some files given by the corporation.

I look forward to hearing from you and to a resolution of this problem. Please contact me at the above address or by phone **[give numbers]**.

Yours sincerely

[Sign]

[Your Name]

Enclosures: **[state documents you have enclosed, if any]**

Cc: **[The Name of person or agency you want to send a copy of this letter to]**

4. WRITE A LETTER TO THE CONCERNED AUTHORITY TO SET UP NEW TRAFFIC SIGNALS IN THE TWO INTERSECTIONS IN THE LIGHT OF INCREASED ACCIDENTS IN THOSE TWO INTERSECTIONS.

Your address

other contact details you may wish to give, phone, e-mail etc Date.

Kumar,

Regional Transport Officer or (Customer Services Manager), if you don't have a contact name)

RTO office

Chennai -91.

Reg: To help setup traffic lights at an intersection.

Dear Kumar,

From recent incidents, I would like to report the increased number of accidents due to the non-availability of traffic signals in our locality. I am disappointed with the fact that the city council cannot see the need for a light at the intersection of First and Second street in our locality. Because of all the growth in the last year, the traffic at that intersection has increased multifold. Drivers are becoming more and more frustrated waiting for an opening in traffic to make a turn. It is just a matter of time before someone dies trying. Please have a traffic light installed at that intersection before it is too late. You will be the most appreciated council member in our locality, if you do. Thank you.

Enclosed is a copy/are copies of the photographs taken and some files given by the corporation.

I look forward to hearing from you and to a resolution of this problem. Please contact me at the above address or by phone [give numbers].

Yours sincerely

[Sign]

[Your Name]

Enclosures: [state documents you have enclosed, if any]

Cc: [The Name of person or agency you want to send a copy of this letter to]

5. WRITE A LETTER TO THE CONCERNED AUTHORITY REGARDING STRICT ENFORCEMENT OF ANIMAL LAWS.

Your address

other contact details you may wish to give, phone, e-mail etc Date.

Kumar,

Director or (Customer Services Manager), if you don't have a contact name)

Animal rights office

Chennai -91.

Reg: To introduce a new bus service in our locality.

Dear Kumar,

From recent incidents, I would like to report strict enforcement of animal laws.

I am startled by the city's lopsided enforcement of animal control laws. It is a common practice for the pet owners to be enforced and fined for walking their pets without a leash, regardless of the pet's level of obedience. Yet, if a neighbour's dog is caged up cruelly in a yard and barks 24 hours a day, the owner faces no penalty, even in response to multiple complaints to city police and animal control officers. I would like to see a better system of response to complaints of barking or menacing dogs in the neighbourhoods. Please see that this issue is discussed in the next City Council meeting.

I look forward to hearing from you and to a resolution of this problem. Please contact me at the above address or by phone **[give numbers]**.

Yours sincerely

[Sign]

[Your Name]

Enclosures: **[state documents you have enclosed, if any]**

Cc: **[The Name of person or agency you want to send a copy of this letter to]**

