



TOPPERS HUB
ACADEMY

CBSE BOARD BOOSTER

Writing Skills

Essay, Letter & Application Guide

A free study resource by **Toppers Hub Academy**

Founder & Director: **Mrs. Neeru Nanda**

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1945 P, Sainik Colony, Sector 49, Faridabad, Haryana 121001

Call / WhatsApp: +91 98916 12831 (9891612831) • toppershubacademy.odoo.com

Essay Writing

- Structure: introduction, body paragraphs and conclusion.
- Start with a hook; end with a strong closing thought.
- Use clear topic sentences and relevant examples.
- Keep language simple, correct and to the point.

Formal & Informal Letters

- Formal letter: sender's address, date, receiver, subject, salutation, body, closing.
- Informal letter: address, date, greeting, friendly body, sign-off.
- Keep formal letters concise and polite.
- Match tone to the purpose and reader.

Applications & Notices

- Applications follow the formal letter format with a clear request.
- Notice writing uses a box, heading, date and signature.
- State the purpose in the first line.
- Proofread for grammar and spelling before submitting.

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