

3. Apologizing to a friend

You borrowed an important textbook from a classmate last term. You now realize your classmate had returned home overseas and you still have the book. Write a letter to to him / her. In your letter:

- apologize for the mistake
- find out how important the book is to him / her
- say what you will do

Begin your letter as follows: Dear _____

You should write at between 150-200 words.

Note: download grammarly!!!

Dear Meera,

Hopefully, you and your husband are doing well, my apologies for not being in touch, but I am making up for it via this e-mail; at least I hope so. (!)

I am very sorry that I didn't get time to return your textbook before you leave/**left** this country. I thought you were going to leave next week, but when I reached the hostel at **that** time, I got to know that you already returned home **the** week before.

-I am extremely apologetic for not being able to return your book timely; trust me, it's giving me all sorts of guilt vibes. I would jump at the first chance to amend my embarrassing mistake!

I know these are very important/**crucial** textbooks for you. You can prepare for your next exam during this vacation. These books

have more personal importance to you as you told me that your father gave you these books on your last birthday to achieve your goal to become a Scientist/scientist.

Probably, I can judge the size of my error by asking you if this really is a big deal. Well, is it? Did you need it for the upcoming finals? Or is it the book that you were using to catch up on your missing lessons? I will truly be hurt to realize if it's the latter!

former: something that came before

latter: something that came after

Example: I need to eat some carbs and protein. The former is for my healthy fat and the latter is for my muscle growth.

Please inform me which way is/**will be** cheaper to/**for** me sending these books/**in order to send these books**. I can do courier if you need it very urgently; otherwise, I will do/**use** regular mail.

Given that we have speedy courier services here, I have no issues in sending this to you via express delivery. Plus, I can take care of sending an apology letter to your professor for any learning delays that I am reprehensible for.

I am hoping this e-mail finds you well. Do get back to me whenever you get chance. Talk to you soon!

Best regards,

Kirti Chaudhari (**Kirti**)

3. Complaining to a Landlord

You have been living in a rental apartment for the past year. Recently a new neighbour moved in who has loud parties several times a week. Write a letter complaining about this to the landlord. In your letter:

- explain the situation
- describe why it bothers you
- suggest a solution

Begin your letter as follows: Dear Mr / Ms _____,
You should write at between 150-200 words.

Dear Sir/Madam, **Dear Mr. Harry,**

The purpose of my writing today/**today** is to inform you about the problems/**dilemmas** that we are facing now by the new neighbour/**from the neighbour who recently moved in**. I wish to lodge **a complaint** about them.

As you know, they are four boys and two girls **who** just rented **the nearby** apartment. Initially, when they moved in during transferring their belongings, they broke two wall paintings in the hallway. Moreover, I have noticed that they have more than three times party in a week/**they have parties more than three times in a week**, (very loud), and they have been drunk/**get drunk** and make very loud noises.

Firstly/**To give you a gist of it**, they are damaging the property of the apartment. **At** (at) the end, everyone has to pay because of their mistake. We are **a** working family and we want peace at night by which we can recharge our self/**ourselves** for **the** next day. However/**Nonetheless**, I find it very difficult/**We are having many hardships with our...** because **of** very loud noises (at) late night due

to which we cannot have sleep which causes mental stress **the** next day.

Please warn them do/**to** not make plans for party/**parties** (for) late night. Furthermore, **please/it would be highly commendable if you could** charge them for broken paintings.

Your assistance in this matter is greatly appreciated. Furthermore an open line communication, from your side, in this case would greatly help out.

Yours faithfully,

Kirti Chaudhari

Write about 150-200 words explaining one of the two options below. Explain why you choose the topic. Why is the other choice not more suitable? You may also reflect on some personal experiences or other practical examples.

Option A: Women are better parents.

Option B: Men are better parents.

A/**The** question of woman/**women** or man/**men** being a better/**superior** parent has been a topic of hot debate. I think/**I opine** women can be better parents than men/**that women can take victory lap in this battle** due to social reasons.

Firstly, women/**females** in general, are more careful and precise than men/**males**. One clear reason is that those are female natures/**that is the female nature**. In a sense, women/**they** are perceptual whereas men are rational. Since children are not mature **enough** to understand/**grasp** rational ideas, love and sense of care will be easier to be generated between women and children. Thus, those elements are essential for children to grow up. Therefore, for parenting, women are more suitable than men./**Therefore, with regards to parenting, women are the ostensible choice.**

Secondly, fathers have a lot of physical inconveniences when they bring up their children. Women can feed mother's milk which is, **generally**, healthier for infants. Also/**Likewise**, it will cause an inconvenience /**it will lead to a precarious situation** if **the** father brings his 7 year old daughter to **the** washroom because others will be suspicious of intentions of the father/**his intentions**. However/**Nonetheless/ Nevertheless**, it will be normal/**it will be the norm** if **the** mother brings her 7 year old son to **the** bathroom.

Based on the above discussion, I firmly stand by my stance that women are better parents than men due to/**that men cannot top women in parenthood considering** the perceptual nature and physical inconveniences.

TV is a very common household item now-a-days. One research has indicated that too much use of TV can lead to various health problems. However, the current generation would put that as a second priority when they consider all the enjoyment they can get out of it. What is your take on it? Do you think TV is more of a bliss than a menace or the other way around.

Write 150-200 words explaining your choice:

Option A: TV is a bliss.

Option B: TV is a menace.

The use/**worldwide application** of TV has been a topic of hot debate (among TV watchers). In my opinion, TV/**it** is a gift to our daily life in several facets, not only for entertaining/**entertainment**, but for educational usage.

In terms of entertainment/**indulging in some pastime**, there are loads of ways/**are a plethora of ways** for us to relaxing/**relax** from our studying/**studies** and working through the TV set?: **(no colons)** watching films, enjoying TV serials, and even playing games such as PS4. **In terms of indulging ourselves in a suited pastime, TV is a top-notch option for various movies and binge-worthy TV shows. Not only can they keep us glued to entertainment, they can also be a panacea for our stress.** Moreover, it is also vastly helpful in terms of educational areas. (With tons of programs offered by (the) TV, we can acquire lots of knowledge of multiple areas, like/**such as/; for instance**, geography, religion, culture, etc.) **For instance, young adults can have a wide range of school or work-related topics at their disposal that could further refine their already existing knowledge base.**

It would be a disaster/**It will be chaotic** if we follow another opinion blindly, avoiding using the TV. Firstly, you/**most individuals** will miss the most updated news happening all over the world **and be prepared to take necessary steps to deal with the ongoing challenges.** Besides that, you/**we** may miss tons of valuable information from the TV advertisements/**such as product information or customer experiences which can influence our buying decisions along with the consequences of such.** (Without some advertisements, we even have no ideas about the malls where we should go for shopping).

Based on the above discussion, I still stand by my stance. That is, TV is a bliss to our daily life.

A recent online protest was raged by Dr. Cindy saying arguing that animals should not be kept in the zoo. She claimed that as living creatures, they have the right to be free and not locked up for public entertainment.

Write 150-200 words on one of the options of your choosing. You should say why you chose your stance. What would happen if the other side of your argument would be supported? What can be done to support or disapprove of Dr. Cindy's claims?

Option A: For Dr. Cindy's claim; animals should not be kept in the zoo.

Option B: Against Dr. Cindy's claim: animals should be kept in the zoo.

Dr. Cindy's claims are definitely thought-provoking and will have several consequences if we run with her ideas. In my opinion, all living creatures should have the right to enjoy freedom no matter whether they are human beings/**no matter if they are human beings or not/whether they are human beings or not due to.....**

First of all, animals are our best friends, who sometimes spend their lifetime with us. Majority of Canadians, especially living in the rural areas, have **animals as** special family members, who accompany them during their childhood. Moreover, those creatures always/**occasionally**, rescue those who are in danger. Thousands of stories in our history(,) illustrate that people were saved by animals, like dolphins, dogs, and so on.

On the other hand, the animal/**animals** would lose their nature if we lock them up in the zoo. It must be a severe issue if some zoos go bankrupt, and then several animals will be send back to nature. It must be a disaster as those animals have lost their ability to survive **in the wild./To further this, animal instincts of survival are completely lost in the zoos due to excessive pampering. Since they become more civilized, any hopes for their survival, if released back into the wild, have no grounds.**

Overall, considering the claim of Dr. Cindy, regarding animal captivity, I will stand by my stance. That is, we should not lock animals up in the zoo **considering ...**