

1. Write a letter to the Officer-in-charge of the local police station reporting the loss of your cell phone. Refer to the following points:

- a. Date , time and place of the loss.
- b. IMEI no and the condition of phone.

Or

2. Write a letter to the municipal chairman on the spread of dengue as an epidemic in your locality.

*Points: a. Condition of the people and area*

*b. Causes*

*c. Suggestion for prevention.*