



## **ICSE 2026 EXAMINATION**

### **ENGLISH LANGUAGE (ENGLISH PAPER – 1)**

#### **SPECIMEN QUESTIONS**

##### **1. LETTER WRITING**

##### **2. NOTICE AND EMAIL WRITING**

**SUGGESTED FORMATS FOR LETTER WRITING AND****NOTICE & EMAIL**

This document contains the recommended formats to be followed for the **ICSE English Language Paper I**: Any one format may be followed, all are acceptable.

1. Informal/Friendly Letter
2. Formal Letter
3. (i) Notice  
(ii) Email

**Question 2****(i) INFORMAL/FRIENDLY LETTER**

You have been selected as School Captain. Write a letter to your parents who live abroad telling them how you felt when you heard the news, why you think you have been selected and what your plans are for the coming year.

**Format 1**

26, Sunny Apartments,  
Shanti Nagar,  
Raipur – 492 601.

16<sup>th</sup> September 2025.

My dear Mother and Father,

I have some wonderful news for you! I have been waiting for a long time to tell you this. Yesterday at morning assembly the Principal announced the names of the members of the Student Council. My name was announced as School Captain. I was so thrilled and proud to hear my name. I think I have been selected because I have been a very responsible student all through my school life and I have been fairly good at academics.

This year I plan to organise a better Teachers' Day Programme. I also want to help those schoolmates who are either struggling with academics or getting bullied by the senior students. I would like to set up a cell to help these children.

The Investiture will be held on the 30<sup>th</sup> of September. I do hope you will be able to attend this important function. Looking forward to seeing you there.

With love,  
Yours affectionately,  
Riya

**Format 2**

26, Sunny Apartments,  
Shanti Nagar,  
Raipur – 492 601.

16<sup>th</sup> September 2025.

My dear Mother and Father,

I have some wonderful news for you! I have been waiting for a long time to tell you this. Yesterday at morning assembly the Principal announced the names of the members of the Student Council. My name was announced as School Captain. I was so thrilled and proud to hear my name. I think I have been selected because I have been a very responsible student all through my school life and I have been fairly good at academics.

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The Investiture will be held on the 30<sup>th</sup> of September. I do hope you will be able to attend this important function. Looking forward to seeing you there.

With love,

Yours affectionately,

Riya

**Format 3**

26, Sunny Apartments,  
Shanti Nagar,  
Raipur – 492 601.

16<sup>th</sup> September, 2025.

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With love,

Yours affectionately,

Riya

**Format 4**

26, Sunny Apartments,  
Shanti Nagar,  
Raipur – 492 601.

16<sup>th</sup> September 2025

My dear Mother and Father,

I have some wonderful news for you! I have been waiting for a long time to tell you this. Yesterday at morning assembly the Principal announced the names of the members of the Student Council. My name was announced as School Captain. I was so thrilled and proud to hear my name. I think I have been selected because I have been a very responsible student all through my school life and I have been fairly good at academics.

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The Investiture will be held on the 30<sup>th</sup> of September. I do hope you will be able to attend this important function. Looking forward to seeing you there.

With love,

Yours affectionately,

Riya

**Question 2****(ii) FORMAL LETTER**

The garbage in your locality has not been cleared for several days. Write a letter to the Municipal Commissioner of your town/city complaining about the problem and offering suggestions for improvement.

**Format 1**

Purba Putiary,  
Bansdroni,  
Kolkata – 700 104.  
16<sup>th</sup> September 2025

The Municipal Commissioner,  
Kolkata Municipal Corporation,  
Thakurpukur,  
Kolkata – 700 126.

Dear Sir,

I am writing to you on a matter of serious concern. I am a resident of ward 63, E Block, Bansdroni. The garbage vats in our locality have not been cleared for several days.

The entire area is dirty and infested with flies, mosquitoes, rats and other pests. As a result people in our neighbourhood often suffer from serious illnesses. The stench of rotting garbage is also unbearable.

I would like to suggest that the garbage be cleared on a regular basis. The area should be sprayed and sanitised thoroughly.

I look forward to your cooperation in this matter.

Thanking you,  
Yours faithfully,  
Miriam Jaffry

**Format 2**

Purba Putiary,  
Bansdrani,  
Kolkata – 700 104.

16<sup>th</sup> September 2025

The Municipal Commissioner,  
Kolkata Municipal Corporation,  
Thakurpukur,  
Kolkata – 700 126.

Dear Sir,

I am writing to you on a matter of serious concern. I am a resident of ward 63, E Block, Bansdrani. The garbage vats in our locality have not been cleared for several days.

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I would like to suggest that the garbage be cleared on a regular basis. The area should be sprayed and sanitised thoroughly.

I look forward to your cooperation in this matter.

Thanking you,  
Yours faithfully,  
Miriam Jaffry

**Format 3**

Purba Putiary,  
Bansdroni,  
Kolkata – 700 104.

16<sup>th</sup> September 2025

The Municipal Commissioner,  
Kolkata Municipal Corporation,  
Thakurpukur,  
Kolkata – 700 126.

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I would like to suggest that the garbage be cleared on a regular basis. The area should be sprayed and sanitised thoroughly.

I look forward to your cooperation in this matter.

Thanking you,  
Yours faithfully,  
Miriam Jaffry

**Format 4**

Purba Putiary,  
Bansdroni,  
Kolkata – 700 104.

16<sup>th</sup> September, 2025.

The Municipal Commissioner,  
Kolkata Municipal Corporation,  
Thakurpukur,  
Kolkata – 700 126.

Dear Sir,

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The entire area is dirty and infested with flies, mosquitoes, rats and other pests. As a result people in our neighbourhood often suffer from serious illnesses. The stench of rotting garbage is also unbearable.

I would like to suggest that the garbage be cleared on a regular basis. The area should be sprayed and sanitised thoroughly.

I look forward to your cooperation in this matter.

Thanking you,  
Yours faithfully,  
Miriam Jaffry

**Question 3****(i) NOTICE**

Your school is conducting an Inter House Poetry Writing Festival. Write a notice for the school notice board informing students about the event.

**(ii) EMAIL**

Write an email to an eminent poet inviting him/her to inaugurate the event.

**Format 1****(i)**

Words Worth!

Annual Inter House Poetry Writing Festival

on 30<sup>th</sup> September 2025

from 10.00 a.m. to 12 noon

at Millennium Auditorium, Bright Academy

Pupils from Classes IX to XII who wish to participate must register their names with the Vice Principal on or before 18<sup>th</sup> September 2025.

**(ii) joygoswami@gmail.com**

Annual Inter House Poetry Writing Festival

Dear Sir,

Our school is hosting an Inter House Poetry Writing Festival to celebrate our Golden Jubilee. We would be honoured if you would be our Chief Guest for the occasion and inaugurate the festival.

The festival will be held on 30<sup>th</sup> September 2025 from 10.00 a.m. to 12 noon at the Millennium Auditorium of our school, Bright Academy. Pupils from Classes IX to XII will be participating.

We look forward to your presence with us. A line in confirmation would be much appreciated.

Thanking you,

Yours faithfully,

Mahinderpal Singh

**Format 2**

(i)

Words Worth!

Annual Inter House Poetry Writing Festival

30<sup>th</sup> September 2025

10.00 a.m. to 12 noon

Millennium Auditorium, Bright Academy

Pupils from Classes IX to XII who wish to participate must register their names with the Vice Principal on or by 18<sup>th</sup> September 2025.

(ii) joygoswami@gmail.com

Annual Inter House Poetry Writing Festival

Dear Sir,

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The festival will be held on 30<sup>th</sup> September 2025 from 10.00 a.m. to 12 noon at the Millennium Auditorium of our school, Bright Academy. Pupils from Classes IX to XII will be participating.

We look forward to your presence with us. A line in confirmation would be much appreciated.

Thank you.

Yours faithfully,

Mahinderpal Singh

**Format 3**

(i)

Words Worth!

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on 30<sup>th</sup> September 2025

from 10.00 a.m. to 12 noon

at Millennium Auditorium, Bright Academy

Pupils from Classes IX to XII who wish to participate must register their names with the Vice Principal on or by 18<sup>th</sup> September 2025.

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We look forward to your presence with us. A line in confirmation would be much appreciated.

Thanking you,

Yours faithfully,

Mahinderpal Singh