



Practical English and Letter Writing

Life Skills for Modern India — Manual 2

A Clear Thinking Bharat™ Micro-Manual

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Preface

English entered India in a time when our people were expected to speak softly, obey quickly, and rarely question. That older style of communication—overly formal, overly apologetic—was shaped not by confidence, but by circumstance. This observation is not directed at present-day Britain, but simply acknowledges the historical setting that shaped older communication styles.

You are living in a very different India.

You are *citizens*, not *subjects*.

You belong to a nation that stands upright, not bowed.

Your voice need not be timid or decorated with unnecessary politeness; it only needs to be clear, respectful, and assured.

For today's students and young professionals, English is simply one more tool—useful for study, work, and opportunity—but it does not define your identity or determine your value. You bring your own strength to it.

These guides are written to help you communicate in a manner that reflects modern India: calm in tone, confident in purpose, and grounded in self-respect.

Think clearly.

Write plainly.

State your needs clearly.

Carry no hesitation—without rudeness or aggression.

You are part of a generation shaping a country that is growing in skill, presence, and influence. Your communication should mirror that quiet confidence—gentle when needed, firm when required, and always your own.

Acknowledgements

This manual grew out of years of observing how English is actually used in Indian academic, professional, and administrative settings—and how often students and young professionals are left to learn it through trial, correction, and embarrassment rather than clear instruction.

The ideas here are shaped by countless everyday interactions: emails exchanged with college offices, letters written for certificates and applications, workplace messages that succeeded—or failed—because of small choices in tone and clarity. Many of the examples reflect patterns seen repeatedly across institutions, regions, and generations.

This work also draws quietly on teachers, mentors, colleagues, and students—some remembered by name, many not—whose questions, frustrations, and practical needs revealed what was missing from conventional English instruction. Their situations made it clear that what was required was not higher English, but steadier English: simple, respectful, and fit for real use.

Modern tools, including language models, have played a limited but useful role in refining phrasing and testing clarity of this document. They were used as aids for review and comparison, not as sources of authority. Responsibility for judgement, emphasis, and final wording remains human.

The guidance presented here reflects a particular set of values—clarity over ornament, respect without awkwardness or unnecessary formality, confidence without aggression, and usefulness over dramatic presentation. Other value systems may emphasize different priorities, and may lead to different advice. Readers are encouraged to adapt what is offered here to their own context and needs.

This manual is offered as a practical companion, not a final word. If it helps readers write more thoughtfully—with less hesitation, fewer misunderstandings, and greater self-assurance in everyday communication—it will have served its purpose.

Chapter 1. Purpose of This Guide

English is a daily tool for study, work, and dealing with offices in India. Yet most students and young professionals never receive clear, practical instruction on how to write simple, effective English. Many learn textbook rules, memorize lists, and practice unnatural formats that do not match today's real world. As a result, communication becomes slow, unclear, or unnecessarily formal.

This guide aims to fix that problem.

It focuses on usable English — the kind needed for writing emails, requesting information, explaining a problem, submitting applications, and dealing with colleges, companies, and government offices. You do not need “high English” or complex vocabulary. You need clarity, respectfulness, and the ability to organize your thoughts in simple, correct sentences.

This guide will help you:

- express your ideas clearly
- write with confidence in school, college, and workplace settings
- communicate respectfully without sounding stiff or outdated
- avoid common errors that cause confusion
- understand what tone works in the Indian environment
- use modern AI/LLM tools like ChatGPT safely for practice
- handle letters, email, and documentation smoothly

Most importantly, this guide encourages a mindset: simple is strong.

Clear writing is not about showing off. It is about making it easy for the reader to understand what you need or what you are saying. When you write clearly, people respond faster, misunderstandings reduce, and work moves smoothly.

Whether you are a student, job-seeker, or young professional, this guide is meant to be a small but steady companion. Use it often, practice with it, and apply these principles in your daily communication. Over a short time, you will see a noticeable change in how others respond to you — and in how confident you feel when you write.

Chapter 2. What Practical English Means (Indian Context)

Many learners in India believe English must be complicated to be “correct.” This creates a style that is overly formal, indirect, and sometimes unclear. Practical English is the opposite. It is simple, clear, direct, and respectful. It helps you communicate your needs without confusion or delay.

In India, English has three layers:

1. Textbook English — used in exams, full of memorized phrases
2. Colloquial English — informal speech, mixed with local languages
3. Practical English — clear, functional language for everyday work

This guide focuses entirely on the third one.

2.1 Practical English is Built on Clarity

A good sentence:

- carries a single, clear idea
- uses familiar words
- follows Subject → Verb → Object
- avoids unnecessary decoration

Example:

“Ganesh, please send the updated schedule by 4 PM today.”

This is better than:

“Kindly do the needful and provide the updated schedule for today evening.”

Both mean the same thing.

Only one is clear.

2.2 Practical English Avoids Confusing Indianisms

Some Indian expressions are widely understood inside India, but not always in professional settings.

Examples to avoid or limit:

- “do the needful”

- “kindly revert back”
- “myself is...”
- “as per our discussion” (use sparingly)
- “kind attention please”

These are not “wrong,” but they can sound outdated or overly formal.

Better alternatives:

- “Please take action on this matter.”
- “Please respond.”
- “I am...”
- “As we discussed,”
- “Please note,”

These choices feel more natural and modern.

2.3 Practical English is Polite Without Being Stiff

Traditional Indian letter formats often use very stiff openings:

- “Respected Sir,”
- “Most respectfully I beg to state,”

These can be replaced with:

- “Dear Sir/Madam,”
- “I would like to inform you that...”
- “I am writing to request...”

Many Indian writers use phrases like “I humbly request you to” in an effort to sound respectful.

While the intention is polite, the effect is often unnecessary and outdated. The word humbly shifts the tone from respect to self-lowering, which is not required in modern academic or professional communication.

In most situations, simple clarity is both sufficient and preferable. Respect remains. Clarity increases.

Instead of:

“I humbly request you to issue the certificate.”

Use:

“I request you to issue the certificate.”

“I would like to request the issuance of the certificate.”

“Please issue the certificate.”

Respect comes from clarity and tone, not from excessive humility.

A note on ending sentences with “only”

In everyday speech, many people end sentences with the word only. In writing, this often sounds awkward or unclear.

The word only works best when it directly modifies the word it refers to, not when it is left hanging at the end of a sentence.

Awkward:

“I sent the document yesterday only.”

“I am asking for clarification only.”

Clearer:

“I sent the document yesterday.”

“I am only asking for clarification.”

“I am asking for clarification, not approval.”

This pattern is common in informal speech and several Indian languages; professional writing, however, benefits from cleaner structure. If removing “only” does not change the meaning, it usually does not belong there.

2.4 Practical English Fits Real Indian Requirements

Indian institutions often require:

- letters
- applications
- certificates
- clarifications
- formal statements

Practical English helps you fulfil these requirements without over-complication, like we stated above.

For example:

“I request you to issue a bonafide certificate for my scholarship application.”

This is short, respectful, and complete.

2.5 Practical English Works Across All Regions and Professions

India has many accents and local usages.

Clear English avoids misunderstandings between:

- north and south
- rural and urban
- technical and non-technical environments

It gives everyone the same footing.

2.6 The Goal is Simple:

Write so the reader can understand without effort.

That is practical English.

Chapter 3. Principles of Clear Writing

Good writing is not about big words or perfect grammar. It is about making your meaning easy to understand. Clear writing helps others respond quickly, reduces mistakes, and builds confidence in your communication.

These principles apply everywhere — school, college, workplace, and government offices.

3.1 Keep Sentences Short

Long sentences feel heavy and confusing. Short sentences give clarity.

Prefer:

“Please submit the form by Friday.”

Avoid:

“As per the communication received earlier, you are kindly requested to submit the duly filled form by Friday so that further processing may be completed.”

Short sentences are not “childish.”

They are professional.

3.2 Use Familiar Words

Choose simple, everyday words that everyone understands.

- “help” instead of “assist”
- “use” instead of “utilize”
- “start” instead of “commence”
- “send” instead of “forward”

Your goal is clarity, not showing vocabulary.

3.3 One Idea per Sentence

Every sentence should express one clear point.

Bad example:

“I would like to request a bonafide certificate and also I want to know if the fees have been updated for the next semester and also please let me know the timings of the office.”

Better:

“I request a bonafide certificate.

I also want to confirm the updated fees for next semester.

Please share the office timings.”

Three clean ideas → three clean sentences.

3.4 Use Logical Order

A simple sequence makes writing smoother:

Purpose → Details → Action needed

Example:

“I am writing to request leave for two days. I have a medical appointment on Monday morning. Please approve my leave for 12–13 August.”

Readers process information faster when it follows a natural pattern.

3.5 Avoid Filler Words

Indian writing often includes excess politeness or unnecessary formality:

- “most humbly”
- “I beg to state”
- “kindly note the same”
- “with due respect”

These make the writing slow without adding meaning.

Use respectful but modern phrases instead:

- “I would like to inform you...”
- “Please note...”

3.6 Break Large Paragraphs

Large blocks of text tire the reader.

Two to four lines per paragraph is ideal.

A new idea → new paragraph.

This improves clarity instantly.

3.7 Use Bullet Points When Listing

Lists make complex information easier to read.

Example:

“I am submitting the following documents:

- Application form
- ID proof
- Address proof
- Two photographs”

Readers appreciate structure.

3.8 Be Specific, Not Vague

Vague statements cause delays.

Vague:

“I will send it soon.”

Clear:

“I will send it by 4 PM today.”

Vague:

“There is a problem.”

Clear:

“The payment page shows an error after clicking ‘Submit.’”

Specifics help others act quickly.

3.9 Keep Tone Polite and Steady

Respect is essential, especially in Indian settings.

But modern politeness is simple and steady, not overly formal.

Good openings:

- “I am writing to request...”
- “I would like to inform you...”
- “Please clarify the following...”

Good closings:

- “Thank you.”
- “Regards,”
- “Sincerely,”

Tone should be calm, respectful, and direct.

3.10 Read Once Before Sending

A quick check prevents:

- missing details
- tense mistakes
- unclear sentences
- wrong attachments

Two minutes of review saves time later.

Summary of Principles

- Short sentences
- Familiar words
- One idea per sentence
- Logical flow
- No filler
- Short paragraphs
- Use lists
- Be specific
- Polite tone
- Review once

These habits form the foundation of practical English.

Chapter 4. Everyday English for Students & Workers

Most daily communication does not require complicated English. It only requires clarity, politeness, and a straightforward tone. This section gives simple models you can use in real situations — school, college, internships, workplaces, or government interactions.

These patterns reduce confusion and help you speak and write with confidence.

4.1 Asking for Information

When you need details, keep your request short and specific.

Examples:

- “Could you please share the updated schedule?”
- “May I know the deadline for submitting the form?”
- “Please let me know where I can find the application.”
- “Can you confirm the meeting time?”

Avoid: “Kindly inform the same.”

Say directly what you need.

4.2 Requesting Help

Many people hesitate to ask for help because they fear sounding demanding. A simple, respectful tone works well.

Examples:

- “Could you please help me with this step?”
- “I need some guidance regarding the process. Can you help?”
- “Please let me know if you can help with this correction.”

Keep it polite and specific.

4.3 Disagreeing Politely

Disagreement should be firm but respectful.
Avoid emotional or confrontational phrases.

Examples:

- “I see your point, but I have a different view.”
- “I understand, but I think there may be an error here.”
- “I disagree with this part. Could we review it again?”
- “I would like to clarify my position.”

Calm disagreement earns respect.

4.4 Explaining a Problem Clearly

When reporting an issue, explain it step by step.

Pattern:

1. What you expected
2. What happened
3. What you need next

Example:

“I tried to submit the form today. The page shows an error after uploading the document. Please guide me on how to proceed.”

Avoid long stories.

Stick to facts.

4.5 Giving Instructions

Keep instructions short and sequential.

Example:

“Please do the following:

1. Download the form
2. Fill Sections A and B
3. Sign on page 2
4. Scan or take a picture
5. Send it back by email”

Readers appreciate clear steps.

4.6 Helpful Polite Phrases

These phrases work well in India without sounding stiff:

- “Please let me know.”
- “I would like to request...”
- “I appreciate your help.”
- “Thank you for your time.”
- “Please clarify the following...”
- “I have attached the documents.”
- “Please update me when possible.”

These are modern, respectful, and widely accepted.

4.7 Phrases to Avoid (or Reduce)

These are commonly used but sound outdated:

- “Most humbly I beg to state”
- “Respected Sir/Madam” (use “Dear” instead)
- “Kind attention please”
- “Do the needful”
- “Revert back”
- “Oblige kindly”
- “Myself is...”

You do not need these to sound respectful.
Clear, simple English feels more sincere.

4.8 Patterns for Clear Speaking (Not Just Writing)

These patterns help in verbal communication too.

To start a conversation:

- “I have a quick question.”
- “May I interrupt for a moment?”
- “Can I speak with you briefly?”

To explain a point:

- “Let me clarify.”
- “Here is what I understood.”
- “There are two points I want to mention.”

To end politely:

- “That’s all I had to ask.”
- “Thank you for your time.”
- “I’ll follow up by email.”

These patterns help especially in colleges, HR interviews, and office environments.

4.9 Tone for Phone Calls & WhatsApp Messages

Keep both simple and respectful.

Phone call pattern:

- Greeting
- Purpose
- What you need
- Thank you

WhatsApp professional tone:

- “Good morning, Sir/Madam.”
- “I am writing regarding...”
- “Please confirm...”
- “Thank you.”

Avoid random abbreviations in formal contexts (“plz”, “u”, “ur”).
They reduce professionalism.

4.10 The Goal

Communicate in a way that is:

- clear
- calm
- respectful
- easy to understand

This is the foundation for the next chapters on email and letter writing.

Chapter 5. Email Basics (India-Friendly Guidelines)

Email is the main form of communication in colleges, offices, and government processes. Good email writing helps you get faster responses and reduces back-and-forth confusion. You don't need complex English — only clarity, structure, and politeness.

This section shows how to write simple, effective emails that fit Indian expectations.

5.1 Keep Subject Lines Clear

The subject decides whether your email is opened immediately or pushed aside. Make it specific and action-focused.

Good subject lines:

- “Request for Bonafide Certificate”
- “Query Regarding Semester Fees”
- “Issue with Online Application Form”
- “Leave Request: 12–13 August”
- “Submission of Documents for Verification”

Avoid vague subjects like:

- “Request”
- “Help needed”
- “Important”

Your subject should stand on its own.

5.2 Start with a Simple Greeting

Use modern, respectful greetings:

- “Dear Sir/Madam,”
- “Dear Professor,”
- “Dear Admissions Team,”
- “Dear HR Team,”

Avoid very stiff or old-fashioned greetings:

- “Respected Sir,”

- “Most respected Sir/Madam,”
- “To whomsoever it may concern,” (use only when absolutely required)

5.3 First Line: State Your Purpose

Do not start with long background sentences.
Say the purpose clearly in the first line.

Examples:

- “I am writing to request a bonafide certificate.”
- “I would like to clarify the semester fee details.”
- “I am facing an issue while submitting the online application.”

This helps the reader understand the email immediately.

5.4 Body: Give Only Necessary Details

Keep paragraphs short.
Add details only if they are required.

Example (clear and complete):

“I tried to submit my application today. When I upload the document, the page shows an error. I have attached a screenshot for reference. Please guide me on the next steps.”

Avoid storytelling, complaints, or emotional explanation.

5.5 Attachments Should Be Mentioned

Always say what you have attached.

Examples:

- “I have attached the application form and ID proof.”
- “Attached: fee receipt and previous communication.”

Make sure file names are clear:

- Application_Form.pdf
- ID_Proof.jpg
- Screenshot_Error.png

Avoid WhatsApp-style random names:

- IMG0029382.jpg
- New Doc 2023-09-10.pdf

5.6 Keep Tone Polite But Modern

Good closings:

- “Thank you.”
- “Thank you for your help.”
- “Regards,”
- “Sincerely,”

Avoid:

- “Thanking you in anticipation”
- “Kindly do the needful at the earliest” (old style)

Your message should feel respectful but not stiff.

5.7 End with Clear Action

Tell the reader what you expect, without sounding demanding.

Examples:

- “Please let me know the next steps.”
- “Kindly confirm.”
- “Please guide me regarding this issue.”
- “I look forward to your response.”

This helps the reader understand how to respond.

5.8 Avoid Common Email Mistakes

- Writing long paragraphs
- Using SMS/WhatsApp abbreviations
- Sending attachments without mentioning them
- No subject line, No greeting or closing
- Overly emotional writing
- Using ALL CAPS (looks like shouting)

Emails should be calm and professional.

5.9 When to Use CC and BCC

CC:

Use when someone else needs to be informed.

Example: emailing office and keeping your manager informed.

BCC:

Use rarely. Useful when sending to many people without sharing everyone's email address, but not needed in most student situations.

5.10 Template for a Simple, Clear Email

Subject: Request for Bonafide Certificate

Dear Sir/Madam,

I am writing to request a bonafide certificate for my scholarship application.

Please let me know if any additional documents are required. I would be grateful if the certificate could be issued this week.

Thank you.

Regards,

R. Kumar

Roll No. 23EC104

Simple, polite, and effective.

Chapter 6. Letter Writing: Structure & Format

Letters are still widely used in India for applications, requests, certificates, corrections, and government-related communication. A clear letter shows respect, seriousness, and good organization. The goal is not fancy English — it is proper structure and clarity.

This chapter gives you the standard formats used in schools, colleges, offices, and government settings.

6.1 Formal Letters

Formal letters follow a fixed structure. Once you learn it, you can adapt it for any request.

6.1.1 Basic Format (India Standard)

[Your Name]
[Your Address]
[City]
[Date]

To
The [Designation]
[Institution/Office Name]
[City]

Subject: [One-line summary]

Dear Sir/Madam,

[Purpose of the letter — first line]
[Details — second paragraph]
[Closing request — final paragraph]

Thank you.
Sincerely,
[Your Name]
[Roll Number / ID / Contact Number] (if relevant)

Keep everything left-aligned.
Do not centre anything.

6.1.2 Example: Request for Bonafide Certificate

R. Kumar
14, South Park Street
Coimbatore 641005
12 August 2025

To
The Principal
Crescent College of Engineering
Coimbatore 600048

Subject: Request for Bonafide Certificate

Dear Sir/Madam,

I am writing to request a bonafide certificate for my scholarship application. The last date to submit the application is 25 August 2025.

I request you to kindly issue the certificate at the earliest. I have attached my ID proof for reference.

Thank you.
Sincerely,
R. Kumar
Roll No. 23EC104

—

Simple, respectful, complete.

Placement of “kindly” matters.

In formal requests, kindly should modify the action being requested, not the speaker.

Compare:

- “I kindly request you to...” ❌ (the politeness attaches to I)
- “I request you to kindly...” ✔️ (the politeness softens the request)

In professional English, politeness works best when it applies to the action rather than the speaker’s tone.

Rule of thumb: If you use kindly, place it after the request, not after I.

6.1.3 Common Mistakes to Avoid

- Overly emotional openings (“most humbly I beg to state”)
- Writing long background stories
- Forgetting the subject line
- Using WhatsApp abbreviations
- Switching between English and mother tongue
- Incorrect salutations (“Respected Sir,” is fading out; use “Dear”)
- Using centre alignment

6.2 Semi-Formal Letters

Semi-formal letters are used when writing to:

- teachers
- project guides
- supervisors
- colleagues
- campus offices
- club or group leaders

Tone: respectful but friendly.

Format is similar to formal letters but slightly lighter.

6.2.1 Example: Leave Request to Project Guide

Dear Professor,

I would like to request leave for 18–19 August. I have a medical appointment on Monday morning and need an additional day for recovery.

I will complete the pending work before 4 PM Wednesday. Please let me know if anything else is required.

Regards,
Karthik

—

Key features:

- No long address block
- Still polite
- Clear purpose
- Short and direct

6.3 Informal Letters

Used for:

- friends
- relatives
- personal communication
- simple invitations

Tone should be natural and conversational.

6.3.1 Example (Informal Letter)

Dear Asha,

Hope you are doing well. I just wanted to update you that my exams finished today, and I will be free next week. Let's meet on Thursday evening if you are available.

Take care,
Meera

—

Informal letters do not require:

- address blocks

- subject lines
- rigid structure

6.4 Choosing the Right Tone

Formal:

- College/office/government letters
- Certificate requests
- Complaints
- Official communication

Semi-formal:

- Teachers
- Colleagues
- Internal office communication

Informal:

- Friends
- Family
- Personal matters

Choosing the right tone builds trust and reduces misunderstanding.

6.5 Quick Reference Checklist

Before sending a letter, check:

- Is the subject line clear?
- Is the purpose stated in the first line?
- Is the tone respectful but simple?
- Are paragraphs short?
- Have I avoided outdated phrases?
- Have I added attachments if mentioned?
- Have I signed properly?

This ensures professionalism and clarity.

Chapter 7. Templates (India-Specific)

These templates are designed for real situations faced by students, job-seekers, and young professionals. Use them as starting points and adjust details as needed. Keep formatting left-aligned and paragraphs short.

7.1 School / College Templates

7.1.1 Bonafide Certificate Request

[Your Name]
[Address]
[City]
[Date]

To
The Principal
[College Name]
[City]

Subject: Request for Bonafide Certificate

Dear Sir/Madam,

I am writing to request a bonafide certificate for my scholarship application. The last date for submission is [date].

I kindly request you to issue the certificate at your earliest convenience. My ID number is [ID/Roll Number].

Thank you.
Sincerely,
[Your Name]

—

7.1.2 Leave Letter (Student)

[Your Name]

[Class/Department]
[Date]

To
The Class Teacher
[Department Name]
[College Name]

Subject: Leave Request

Dear Sir/Madam,

I request leave for [number] days from [date] to [date]. I have a medical appointment on [day] and need time for recovery.

I will complete any missed work after returning.

Thank you.
Sincerely,
[Your Name]
Roll No.: [Number]

—

7.1.3 Name / Record Correction Request

[Your Name]
[Roll Number]
[Date]

To
The Office Superintendent
[College Name]

Subject: Request for Correction of Records

Dear Sir/Madam,

I request a correction in my name in the college records. My name is printed as “[incorrect name]” instead of “[correct name].” I have attached my ID proof for reference.

Please update the records at the earliest.

Thank you.
Sincerely,
[Your Name]

7.1.4 Fee Clarification Request

Subject: Clarification Regarding Semester Fees

Dear Accounts Office,

I would like to clarify the fee details for the upcoming semester. Please confirm the total amount and the last date for payment.

Thank you.
Regards,
[Your Name]
Roll No.: [Number]

7.1.5 Hostel Accommodation Request

Subject: Request for Hostel Accommodation

Dear Warden,

I would like to request hostel accommodation for the coming semester. I prefer a room in Block [X], if available.

Please let me know the procedure and documents required.

Thank you.
Regards,
[Your Name]
Roll No.: [Number]

7.2 Job / Workplace Templates

7.2.1 Job Application Email (Simple)

Subject: Application for the Position of [Role]

Dear Hiring Manager,

I would like to apply for the position of [Role] at [Company]. I have attached my resume and cover letter for your review.

Please let me know if any additional information is required.

Thank you.

Regards,

[Your Name]

[Phone Number]

—

7.2.2 Document Submission Email

Subject: Submission of Documents

Dear Sir/Madam,

I am submitting the required documents for verification. Attached are my ID proof, address proof, and academic certificates.

Thank you.

Regards,

[Your Name]

—

7.2.3 Clarification Request (Office)

Subject: Clarification Needed Regarding [Topic]

Dear Sir/Madam,

I would like to clarify the following point regarding [process/task].
[Write the exact question in one line.]

Thank you.
Regards,
[Your Name]

—

7.2.4 Resignation Letter (Simple & Clean)

[Your Name]
[Your Address]
[Date]

To
The Manager
[Company Name]

Subject: Resignation from the Position of [Role]

Dear Sir/Madam,

I am resigning from my position as [Role], effective from [last working day]. I am grateful for the opportunity to work with the team.

Please let me know the next steps for the exit process.

Thank you.
Sincerely,
[Your Name]

—

7.2.5 Experience Certificate Request

Subject: Request for Experience Certificate

Dear HR Team,

I request an Experience Certificate for my work at [Company] from [start date] to [end date]. Please let me know if further details are required.

Thank you.
Regards,
[Your Name]

7.3 Government / Official Templates

7.3.1 Address Proof Request

Subject: Request for Address Proof Letter

Dear Sir/Madam,

I request an address proof letter for verification purposes. I have attached my ID proof for reference.

Thank you.
Regards,
[Your Name]

7.3.2 Simple Complaint Letter (Municipal / Local Office)

[Your Name]
[Address]
[City]
[Date]

To
The Officer-in-Charge
[Department Name]
[City]

Subject: Complaint Regarding [Issue]

Dear Sir/Madam,

I would like to bring to your notice the issue of [describe clearly in one or two lines]. I request that the matter be looked into and resolved at the earliest.

Thank you.

Sincerely,

[Your Name]

Contact: [Phone Number]

—

7.3.3 RTI Application (Basic Format)

[Your Name]

[Address]

[Date]

To

The Public Information Officer

[Department Name]

[City]

Subject: Request for Information under the RTI Act, 2005

Dear Sir/Madam,

I am requesting the following information under the Right to Information Act, 2005 (India):

1. [Question 1]

2. [Question 2]

I have attached the application fee as required.

Thank you.

Sincerely,

[Your Name]

—

7.3.4 Police Station Request (General)

Subject: Request for Document / Verification

Dear Sir/Madam,

I am writing to request [type of document/verification]. I have attached my ID proof for reference. Please let me know if any additional information is required.

Thank you.

Regards,

[Your Name]

Contact: [Phone Number]

—

Official correspondence is not a place for creativity or emphasis. It is a place for accuracy, completeness, and restraint. When you follow the expected structure, you make it easier for the reader to do their job—and that is often the most effective form of communication.

Chapter 8. Before/After Examples

This section shows how small changes can transform weak writing into clear, modern, and effective communication. The goal is not fancy English — it is clarity.

8.1 Overly Formal → Clear and Modern

Before (typical Indian style):

“Most humbly and respectfully I beg to state that I am in need of a bonafide certificate for my scholarship purpose. Kindly do the needful at the earliest.”

After (clean and professional):

“I am writing to request a bonafide certificate for my scholarship application. Please issue it at your earliest convenience.”

8.2 Long, Confusing Sentence → Short, Clear Sentences

Before:

“I tried many times to submit the application form and every time after uploading the documents the page shows error and it is very difficult for me to complete the task.”

After:

“I tried to submit the application form today. After uploading the documents, the page shows an error. Please guide me on how to proceed.”

8.3 Vague → Specific

Before:

“There is some problem with the account.”

After:

“The account page shows an error when I click ‘Login.’ I have attached a screenshot.”

8.4 Emotional → Professional

Before:

“My situation is very difficult and I am very stressed about this problem so please kindly help me in this regard.”

After:

“I am facing an issue with the document upload process. Please let me know the next steps.”

8.5 SMS/WhatsApp Style → Professional Email Style

Before:

“Sir plz send me the details asap.”

After:

“Please share the details at your earliest convenience.”

8.6 Outdated English → Modern English

Before:

“This is to bring to your kind notice that the aforementioned matter has not been resolved as per our previous discussion.”

After:

“I would like to inform you that the issue is still not resolved. Please advise on the next steps.”

8.7 Excess Details → Essential Information Only

Before:

“I have been trying from yesterday evening but because of the rainy weather and network problem I could not open the portal. I even tried from my neighbour’s phone but still the same problem occurred.”

After:

“I am unable to open the portal due to an error on the login page. Please check the issue.”

8.8 Weak Tone → Clear and Confident

Before:

“If possible, and if you don’t mind, I would like to request if you could maybe help me with this.”

After:

“I would like to request your help with this issue. Please let me know the next steps.”

8.9 Indirect → Direct but Polite

Before:

“I wanted to ask if maybe there is a possibility to get the fee details if you have time.”

After:

“I would like to confirm the updated fee details for the upcoming semester.”

8.10 Unstructured Paragraph → Simple, Ordered Points

Before:

“All the documents are attached including my ID proof, fee receipt, and hall ticket and I also need confirmation whether there is any other document required for the process.”

After:

“I have attached the following:

- ID proof
- Fee receipt
- Hall ticket

Please let me know if any additional documents are required.”

8.11 Outdated Letter Structure → Clean Modern Format

Before:

“Respected Sir,
Most humbly I beg to say that I am writing this letter to request leave...”

After:

“Dear Sir/Madam,
I request leave for two days, from 12–13 August, due to a medical appointment.”

8.12 Too Many Indianisms → Neutral English

Before:

“Kindly revert back with the required details.”

After:

“Please respond with the required details.”

These transformations help you understand the difference between “old, vague, and wordy” vs. “clear, modern, and effective.”

Chapter 9. LLM-Assisted Writing (Safe & Smart Use of AI)

Tools like ChatGPT (and similar LLMs) can strengthen your English skills if you use them wisely. They are helpful for practice, correction, and polishing your writing. But they should support your learning—not replace it. This section explains how to use these tools responsibly, safely, and effectively.

9.1 What LLMs Are Good At

LLMs are excellent for:

- correcting grammar
- simplifying or improving sentences
- adjusting tone (polite, formal, concise)
- helping you rewrite unclear text
- generating sample templates
- practicing conversation
- expanding vocabulary
- learning alternate ways to express an idea

They are not perfect. Treat them as assistants, not authority.

9.2 Use LLMs for Rewriting

If your text feels unclear or too long:

You write:

“I am facing some problem in the form and it is not working and please help me.”

Ask the LLM:

“Rewrite this clearly and politely.”

Output may be:

“I am facing an issue with the application form. Please guide me on how to proceed.”

This helps you learn simple, professional phrasing.

9.3 Use LLMs to Check Tone

You can ask:

- “Make this more polite.”
- “Make this shorter.”
- “Make this sound respectful.”
- “Rewrite this as a formal email.”

Tone correction is one of the tool’s strongest skills.

9.4 Practice with LLMs Daily

You can practice short sessions:

- Write a paragraph
- Ask the LLM to improve it
- Compare the two versions
- Understand the differences

Five minutes a day improves clarity noticeably.

9.5 Do Not Depend Entirely on AI

LLMs are helpful, but you must build your own skill.

Avoid:

- letting the tool write full letters for you
- copying blindly without reading
- depending on it for every sentence

Use it as a teacher, not a shortcut.

9.6 Privacy and Safety: What NOT to Share

This is important, especially in India.

Do not share:

- Aadhaar number
- PAN number
- Bank account details
- Passwords
- OTPs
- Private certificates
- Sensitive medical data
- Confidential office documents

If needed, you can replace details before asking for help:

Example:

“Rewrite this leave letter.
[Details removed for privacy]”

or

Rewrite this leave letter using placeholders like [NAME] and [DATE] instead of real details.

LLMs don’t need real personal details to help you write.

9.7 Good Prompts for Learning English

You can ask:

- “Explain this sentence in simple English.”
- “Give me 5 examples of polite requests.”
- “Help me improve my email writing.”
- “Correct the grammar in this paragraph.”
- “Convert this WhatsApp message into a professional email.”
- “Give me 10 practice sentences using clear English.”

These are safe and efficient.

9.8 Use LLMs for Practice Conversations

If you struggle with spoken English, practice simple conversations with an LLM:

- Introductions
- Asking questions
- Explaining a problem
- Interview answers

It's a private space to practise without embarrassment.

9.9 Cross-Check Important Material

When writing:

- job applications
- government letters
- complaints
- academic submissions

Ask the LLM:

“Please check this for clarity and correctness.”

...but always review the final version yourself for accuracy.

Never send anything without reading it carefully.

9.10 The Goal of LLM Usage

LLMs can:

- speed up learning
- improve clarity
- reduce errors
- guide you gently
- give instant practice

But your own understanding must remain central.

The aim is not LLM-written English.

The aim is your own clear English, improved with the help of a good tool.

Chapter 10. Common Errors and How to Fix Them

Many English mistakes in India come from habits taught in school, from mixing local language patterns, or from attempting to sound “formal.” The good news is that most errors have simple fixes. This section shows the most common mistakes and how to avoid them with clean, modern alternatives.

10.1 Overusing Old-Style Phrases

Expressions common in older formats often sound stiff today.

Avoid:

- “Most humbly I beg to state...”
- “Myself is...”
- “Kind attention please...”
- “I beg to bring to your notice...”
- “Do the needful.”

Use instead:

- “I would like to inform you...”
- “I am...”
- “Please note...”
- “I would like to bring this to your attention.”
- “Please take the necessary action.”

These sound modern and natural.

10.2 Mixing Multiple Ideas in One Long Sentence

A very common issue.

Incorrect:

“I want to apply for leave and also I want to know about the assignment and also I am not able to access the portal.”

Correct:

“I want to apply for leave.
I also want to confirm the assignment details.
I am unable to access the portal.”

Short sentences = clear thinking.

10.3 Excessive Politeness That Slows the Message

Too many polite words reduce clarity.

Avoid:

- “Kindly oblige...”
- “Thanking you in anticipation...”
- “I shall be forever grateful...”

Better:

- “Please let me know.”
- “Thank you.”
- “I appreciate your help.”

Respect comes from tone, not fancy phrases.

10.4 Using Complex Words Instead of Simple Ones

Many students believe complex vocabulary sounds smarter.
Actually, simple words are stronger.

Avoid:

- “utilize” → use
- “commence” → start
- “endeavour” → try
- “ascertain” → confirm
- “forward” → send

Simple English is not “low level.” It is clear and effective.

10.5 Incorrect Tenses

A frequent problem.

Incorrect:

“I am having doubt.”

Correct:

“I have a doubt.” Or “I have a question.”

Incorrect:

“I am facing this issue since yesterday.”

Correct:

“I have been facing this issue since yesterday.”

Incorrect:

“I didn’t went.”

Correct:

“I didn’t go.”

Incorrect:

“I seen him last week.”

Correct:

“I saw him last week.”

Tense mistakes confuse the reader.

10.6 Capitalization Errors

Incorrect:

“i would Like to Request a Leave.”

Correct:

“I would like to request leave.”

Rules:

- “I” is always capital
- Start sentences with a capital
- Do not capitalize random words in the middle

10.7 Comma Misuse

Many learners use commas everywhere.

Incorrect:

“I need a certificate, kindly issue it, as soon as possible.”

Correct:

“I need a certificate. Please issue it as soon as possible.”

Use commas sparingly.

10.8 Unclear Subject Lines

Weak subject lines cause delays.

Incorrect:

“Application”

“Information”

“Request”

Correct:

“Request for Leave: 12–13 August”

“Clarification Needed: Fee Details”
“Issue with Online Application Form”

A strong subject helps busy officials respond faster.

10.9 Using WhatsApp-Style English in Formal Writing

Incorrect:

“Pls snd me d doc asap.”

Correct:

“Please send me the document.”

In formal settings, avoid shortcuts.

10.10 Long Background Stories

Keep personal explanations short.

Incorrect:

“I have been facing many difficulties at home because my father was unwell and we had to travel and due to the situation which was unexpected, I could not attend the lab...”

Correct:

“I was unable to attend the lab due to personal reasons. Please allow me to complete the practical next week.”

You are not hiding the truth.
You are keeping the letter clear.

10.11 Too Many Attachments With No Explanation

Officials often don't know what to review.

Incorrect:

(Attachments: IMG_3029.JPG, Doc001.pdf, File_A12.pdf)

Correct:

"I have attached the following:

- ID proof
- Fee receipt
- Application form"

Clarity saves time.

10.12 Ending Without a Clear Action

Incorrect:

"Please find the above."

Correct:

"Please let me know the next steps."

"Kindly confirm."

"Please advise."

The reader should know what is expected.

10.13 The Core Principle

If a sentence makes the reader think too much, rewrite it.

Clear writing saves everyone time.

Chapter 11. Practice Exercises

These exercises help you build confidence and develop clear, modern writing habits. Each one focuses on a skill you will use in everyday communication—emails, letters, applications, and explanations.

You can write answers in a notebook, in a document, or even inside a text editor. The goal is steady practice, not perfection.

11.1 Rewrite Long Sentences into Short, Clear Ones

Rewrite the following into 2–3 short sentences:

1. “I tried several times to submit the online form and every time it shows error after uploading the PDF to the site and I don’t know what to do so please help me with this problem as soon as possible.”
2. “I want to inform you that I won’t be able to attend the lab tomorrow because I have some personal work at home and I request you to please allow me to attend the next batch.”
3. “The portal is not opening for me since yesterday evening and I tried on mobile also but it still shows the same problem and I am unable to complete the task.”

11.2 Improve Weak Paragraphs

Rewrite these paragraphs to sound clearer and more professional:

Paragraph A

“I am writing this mail to say that I applied for the certificate last week but there is no response and I want to know if there is any update or if anything else is required from my side.”

Paragraph B

“I am having doubt in the assignment questions because some things are not clear for me and I request you to please explain the questions or give some guidance.”

11.3 Convert WhatsApp-Style Messages into Professional Emails

Rewrite the following as short emails:

1. “Sir plz send me the fee details.”
2. “Mam the portal not working what to do?”
3. “Need certificate fast for scholarship.”

11.4 Correct the Grammar and Tense

Identify and correct the errors:

- a. “Myself Karthik from ECE department.”
- b. “I didn’t went to class yesterday.”
- c. “I am facing this issue from two days.”
- d. “Please revert back soon.”
- e. “He have submitted the form.”

11.5 Fill in the Letter Structure

Complete this letter using proper format:

[Your Name]

[Address]

[City]

[Date]

To

Subject: _____

Dear Sir/Madam,

[State the purpose in one line]

[Explain important details in 2–3 lines]
[End with a clear request]

Thank you.
Sincerely,
[Your Name]
[Roll Number / Contact]

11.6 Draft a Simple Clarification Email

Write a 4–6 line email asking your college office to clarify:

- the last date for fee payment
- the total amount
- whether late fees apply

Use clear, respectful language.

11.7 Rewrite in Clear Modern English

Rewrite the following to remove old-fashioned phrases:

1. “Most humbly I beg to state that I am in need of a certificate.”
2. “Kindly do the needful at your earliest convenience.”
3. “I request your kind attention in this matter.”

Keep them simple and modern.

11.8 Create a List Using Bullet Points

Convert this into a list of bullet points:

“I am submitting my hall ticket, my ID card, my previous fee receipt and the online application printout.”

11.9 Write a Short Problem Explanation

Describe a problem in three lines:

- what you tried
- what went wrong
- what you need

For example, explain an error you see on a website, a malfunctioning device, or an incorrect record.

11.10 Mini Composition: 70–100 Words

Write a short paragraph explaining:

“Why clear communication is important in college or work.”

Focus on:

- clarity
- teamwork
- fewer misunderstandings
- faster results

11.11 Practice Emails with Action Requests

Write short emails for the following situations:

1. Requesting approval for a leave of two days
2. Asking the librarian for a book renewal
3. Informing your guide that your project report is ready
4. Requesting the IT department to reset your password

Each should be 4–6 lines.

11.12 Self-Check: Review Your Writing

Pick any one of your own real emails or messages (remove personal details).

Rewrite it using the rules from:

- Chapter 3 (clear writing)
- Chapter 4 (tone)
- Chapter 5 (email basics)

Compare the before/after.

Notice how much cleaner and calmer your writing becomes.

Chapter 12. Summary Checklist

Use these final checklists before sending any email or letter. They help you maintain clarity, correctness, and professionalism without overthinking. You don't need perfect English—just clear, steady writing.

12.1 Clarity Checklist

Before sending, ask yourself:

- ☐ Is my purpose stated in the first line?
- ☐ Are my sentences short and simple?
- ☐ Did I use familiar words instead of complicated ones?
- ☐ Did I avoid old-fashioned phrases?
- ☐ Is each paragraph 2–4 lines maximum?
- ☐ Is my message free of unnecessary details?
- ☐ Does every sentence express just one idea?
- ☐ Is it easy for the reader to understand at a glance?

If “yes,” your message is clear.

12.2 Letter Structure Checklist

For letters (formal or semi-formal):

- ☐ Did I include date and address (if formal)?
- ☐ Is the subject line specific?
- ☐ Is the greeting modern (“Dear Sir/Madam”)?
- ☐ Did I keep the body short and structured?
- ☐ Did I clearly state what I need?
- ☐ Did I mention any attachments?
- ☐ Did I close with “Thank you” + “Sincerely/Regards”?
- ☐ Did I sign properly with name + ID (if relevant)?

A well-structured letter feels respectful and organized

12.3 Professionalism Checklist

- ☐ No WhatsApp-style shortcuts (“plz”, “u”, “ur”)
- ☐ No ALL CAPS (looks like shouting)
- ☐ No emotional language
- ☐ No long stories or explanations
- ☐ No mixed languages in formal writing
- ☐ Attachments named clearly
- ☐ Tone steady, polite, and calm
- ☐ Reviewed once before sending

A professional tone earns quick responses.

12.4 LLM-Assisted Writing Checklist

When using LLM (ChatGPT or similar tools):

- ☐ Did I remove all personal details before copying?
- ☐ Am I using the tool only to improve my writing, not to replace it?
- ☐ Did I ask the tool to rewrite, simplify, or correct tone?
- ☐ Did I review the final version myself?
- ☐ Did I avoid sending confidential documents?

These habits keep your communication safe and effective.

12.5 The Goal

Write so that the reader understands you on the first reading.
That is the heart of practical English.

This does not require perfect grammar or elaborate vocabulary. It requires attention to the reader, restraint in expression, and a willingness to revise for clarity. Over time, these habits make communication less stressful and more effective—allowing your ideas, requests, and intentions to be received as you mean them.



Notes:

Notes:

