



CLASS 10 ENGLISH · 2026-27

Analytical paragraph and formal letter

Writing

6

QUESTIONS

30

MINUTES

3

EXERCISES

This belongs to _____ Date _____

WHAT YOU'LL GET GOOD AT

- Writes an analytical paragraph using the same four moves each time
- Describes a trend rather than listing every number
- Lays out a formal letter with every part present
- Writes a subject line that states the purpose in one line

Take your time, and have a go at every one. If you get stuck, look at the orange box — Ollie has already done one for you.

Analytical paragraph and formal letter

Writing · 6 questions · tick each box as you finish

Exercise 1 of 3 · 4 questions Put the four moves of an analytical paragraph in order, and say what each does. ☐

PUT IN ORDER

HERE'S ONE DONE FOR YOU

Those four moves work for any chart in any paper - rainfall, literacy, sales, screen time. Nothing about them depends on the subject of the data. That is what makes this the most reliably scored question on the paper, and it is why learning the structure is worth more than practising on twenty different charts.

1) A. Note the exception, the comparison or the sharpest change

2) B. Say what the data is about and where it comes from

3) C. Close with what it means or suggests

4) D. Describe the overall trend

Exercise 2 of 3 · 1 questions Write an analytical paragraph of about 120 words. A model answer is given. ☐

WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

The model does the four moves and nothing else. Notice what it does not do: it does not list all four numbers in sequence. It groups them - cycling and walking together - and picks out the striking one. A paragraph that reads 'eighteen came by bus, ten by cycle, eight walked and four by car' has copied the table rather than analysed it, and that is the commonest weak answer to this question.

1) The table shows how a class of 40 students travels to school: bus 18, cycle 10, walking 8, car 4.

Exercise 3 of 3 · 1 questions Write the letter in full, about 120 words. A model answer is given.



WRITE THE ANSWER

HERE'S ONE DONE FOR YOU

The model letter takes a position, concedes something, and proposes something specific. That third element - a concrete suggestion - is what children most often leave out, and it is what turns a complaint into a letter. Notice too that the concession ('neither possible nor sensible') strengthens the argument rather than weakening it, which is exactly what a mature Class 10 answer does.

- 1) Write a letter to the editor of a national daily about the increasing screen time of schoolchildren.



All done? How did that feel?

Colour in a star. Three stars means you could teach it to someone else.



Tricky · Getting there · Easy now



Answer key

For grown-ups

Analytical paragraph and formal letter · keep this page back until your child has finished.

1. Put the four moves of an analytical paragraph in order, and say what each does.

1) B, D, A, C. Introduce the data, give the overall trend, point out the exception or the sharpest change, then close with what it suggests.

2. Write an analytical paragraph of about 120 words. A model answer is given.

1) The table shows how the forty students of a class travel to school each day. The clear majority - eighteen students, or nearly half the class - come by bus, which suggests that most live too far away to walk and that the school bus service is well used. Cycling and walking together account for another eighteen, so nearly half the class arrives without any motorised transport at all. The striking figure is the last one: only four students come by car, the smallest group by some distance. Taken together, the data suggests that the class lives close enough for independent travel and that private transport is the exception rather than the norm.

3. Write the letter in full, about 120 words. A model answer is given.

1) 17, Lake View Road
Bengaluru 560001

21 July 2026

The Editor
The National Daily
Bengaluru 560001

Subject: The rising screen time of schoolchildren

Sir,

Through your columns I wish to raise a concern that most families will recognise. Schoolwork, entertainment and conversation with friends now all happen on the same device, and the result is that a child can spend most of a waking day looking at a screen without anyone quite deciding that they should.

The effects are visible. Sleep is disturbed, outdoor play has almost disappeared in many neighbourhoods, and attention spans in class are shorter than teachers remember.

I am not suggesting that devices be taken away, which is neither possible nor sensible. But schools could set homework that does not require a screen, and families could agree an hour each evening when devices are put away. Small limits, agreed rather than imposed, would help.

Yours faithfully,
Ananya Rao

WHILE YOUR CHILD WORKS

- The four moves work for any chart. Learn the structure rather than practising twenty different data sets.
- An analytical paragraph must group and interpret, not list. Listing the numbers is copying the table.
- Every letter needs a paragraph proposing something. It is the part most often missing.



Spotted a gap while marking?

A free assessment is one live class with a matched teacher - no card, nothing to cancel. Afterwards you get an honest note on what they noticed.

Book a free assessment - scholur.com/contact