

CLASSIFIED ADVERTISEMENTS

Classified advertisements are advertisements placed by individuals wishing to advertise goods and services available or needed. They are generally brief and written in short phrases. The language is simple and concise, factual and formal. They express the idea clearly. Small messages grouped under a specific heading (classification) such as automobiles, employment, real estate, in a separate section of a newspaper or magazine. These relatively inexpensive ads are usually a column wide, do not include any graphics, and are typeset by the printer or publisher of the publication.

1. SITUATION VACANT:

- ☐ Begin with 'Wanted' or 'Required'
- ☐ Name of the company/Firm/Organisation
- ☐ Name of the post and number of vacancies
- ☐ Age and sex of the candidate
- ☐ Qualification and experience
- ☐ Pay scale and perks
- ☐ Mode of applying – application / interview schedule
- ☐ Address and contact number

SITUATION VACANT

Wanted smart, energetic and competent MBA young men and women with minimum 3 years experience to work as Marketing Executives for our Delhi division. Proficiency in English a must. Salary Rs. 30,000 per month besides other allowances and perks. Apply with complete bio-data within seven days to the Managing Director, Balaji and Sons Pvt. Ltd., M.G.Marg, Delhi. Ph. 22452245

2. SITUATION WANTED:

- ☐ Begin with the qualification and experience
- ☐ Name the company you had worked
- ☐ Age and sex of the candidate
- ☐ Specify the post and preference
- ☐ Other details
- ☐ Contact name, address and phone number

SITUATION WANTED

Chartered Accountant, male, 35 years with eight years experience as internal auditor with Jindal Iron and Steel Industries, Pune, seeks suitable placement in reputed firms in Delhi. Contact Vivek Kapoor, Post Box No. 15, Indian Express, New Delhi – 110076, Ph: 23415599

3. TO LET / FOR RENT:

- ☐ Begin with 'available'
 - ☐ Type of accommodation
 - ☐ Size, number of rooms etc.
 - ☐ Location and surroundings
 - ☐ Rent expected
 - ☐ Contact name, address and phone number
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FOR RENT

Available on rent an independent, well furnished house equipped with ultra modern amenities. Three bedrooms with attached bathrooms, drawing cum dining, spacious kitchen, separate car parking site. Located near Central Market. Rent expected Rs. 15,000 per month. Contact: Ram Mohan, 123 C, Ashok Vihar, New Delhi. Ph: 27210012

4. ACCOMMODATION WANTED:

- ☐ Type of accommodation / number of rooms / floor
- ☐ Location
- ☐ Area - floor
- ☐ Facilities required
- ☐ Approximate rent
- ☐ Name, address and phone number

ACCOMMODATION WANTED

Wanted a spacious and suitable space for opening a garment showroom preferably in Karol Bagh locality, area preferred 3000 sq. feet. Facilities of water and electricity essential. Required adequate parking area. Rent within Rs. 45,000/- per month. Contact Sunil Singla, 5-B, Sector 4, New Delhi. Ph: 9556783434

5. FOR SALE AND PURCHASE:

- ☐ Begin with 'For Sale'/'Available'
 - ☐ Type of accommodation / vehicle / household item
 - ☐ Brief physical description
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- **PROPERTY** : size, floor, number of rooms etc; fixtures and fittings
location and surroundings
 - **VEHICLE** : model, year of manufacturing, colour, accessories, etc.
condition, mileage covered, ownership
 - **HOUSEHOLD GOODS** : brand, model, year of manufacturing, material, condition
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- ☐ Price offered / expected
 - ☐ Contact address, phone number

FOR SALE

For sale a newly constructed, fully furnished 3 bed room flat with attached bathrooms, drawing-cum-dining room, separate kitchen, a big lobby on M.G Road, Pune. 1750 square feet. Price negotiable. Facing Park, best location. Contact Neelesh Mehra, 13, Shivaji Road, Pune. Ph: 9662349898

FOR SALE

20 cents plot, suitable for residential purpose available near Shalimar Bagh for sale. Good approach road. All documents in order. Expected price Rs. 70,000 per cent. Contact: Dev Singh, 22 Jamnagar, New Delhi. Ph; 29567432

FOR SALE

A brand new LG refrigerator 320 litres, grey colour and a Sony LED TV 32". Both in excellent condition. Prices negotiable. Interested persons contact: Ashok Sen, 12 Sitapur, Lucknow. Ph: 2234567

6. EDUCATIONAL:

- ☐ Name of institution
- ☐ Courses offered, duration
- ☐ Eligibility criteria
- ☐ Facilities and fee structure
- ☐ Last date for registration
- ☐ Contact name / designation, address and phone number

EDUCATIONAL

IIFI announces the commencement of courses in Japanese, French and Spanish. Duration 3 months. Eligibility – Senior Secondary. Excellent faculty. Computerized training. special incentives for the first 25 admissions. Send in your application by 22 May or Contact Secretary, IIFI, Ramteek street, Bangalore 560034. Tel: 80456734

7. LOST AND FOUND

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| ☐ Begin with 'Lost' | * Begin with "Found" |
| ☐ Specify the item / object | * Name the object |
| ☐ Brief physical description | * Request the owner to identify the object |
| ☐ When / where lost | * Mention the time and date the finder can be contacted |
| ☐ Reward if any | |
| ☐ Contact name, address and phone number | * Contact name, address and phone number |

LOST

Lost a black coloured VIP suitcase, containing important documents related to property and one passport, ration card; left in Bus No. 787 on Delhi – Karol Bagh route on 12 May 2012. Attractive reward for the finder. Kindly contact R.S. Dey, 33-A Karol Bagh Apartments, Karol Bagh, New Delhi. Tel: 22456898

MISSING

A white Pomeranian dog with a red collar and a black patch on its back missing from 15 April from the park adjoining Vikarpuri Market, New Delhi. Suitable reward for the finder. Contact P.S. Agarwal, 31, Vikarpuri New Delhi. Ph: 9772349898

FOUND

Found a brown coloured briefcase on Whiteline Route No. 420 from Laxmi Nagar to Connaught Place on 24 March. A name in golden letters is inscribed. The owner may identify the object. Contact: Prashant Raj, 240 Moti Nagar, Nehru Enclave. Ph: 21234555

8. TRAVELS AND TOURS:

- ☐ Begin with 'Package available' / Name of travel agency
- ☐ Destination and duration
- ☐ Details of package – food / boarding / lodging / sightseeing etc.
- ☐ Cost and special discounts
- ☐ Contact name / designation, address and phone number

TRAVELS AND TOURS

Attractive package available for Mauritius, 3 nights / 4 days. Breakfast and dinner, stay at 3-star hotel, sightseeing included Rs.12,000 per person. Special discount for bookings till 10 May 2012. Contact: Manager, Star Travels and Tours, Andheri West, Mumbai – 456001. Tel: 456654222

Practice Questions:

Q1. You have a three bedroom flat in Dwarka, which you want to let out on rent. Draft an advertisement in not more than 50 words to be published in 'The Times of India', under classified columns. Contact 2758902.

Q2. CPR Senior Secondary School, Meerut is looking for a receptionist for the school. Draft an advertisement in not more than 50 words to be published in classified columns of 'Hindustan Times'. You are Romola Vij, Principal of the school.

Q3. Arun Gupta of M-3, Neel Kamal Appt. ' Shimla, has a very good knowledge of tourists places in Shimla. He wants to work as a Tourist Guide. Draft a suitable advertisement for publication in the Tours and Travels Section' of a local newspapers in about 50 words.

Q4. You want to sell your flat in Ashok Vihar. Write out an advertisement giving necessary details in about 50 words.

Q5. You are Raman Malhotra. You have been recently transferred to Vijayawada, AP and want to sell certain household goods. Draft a suitable advertisement in not more than 50 words for the 'Sale and Purchase' column of local daily.

Q6. You are General Manager Coal India Ltd., New Delhi. Write an advertisement to be published in a newspaper for suitable accommodation on rent to be used as a guest-house for the company.
