

SECTION-B (ADVANCED WRITING SKILLS)

NOTICE-WRITING (5 MARKS)

INTRODUCTION-Notices-where used: schools, organisations, government boards.

-why used-to inform people about various events, issue, & public instructions. Important points to be followed:

*Use the word "NOTICE" followed by the name of the organization/institute.

*Write the date on the left hand side.(eg.18th July2022)

*Give a suitable heading to the notice.

*Content should contain the following-event, date, place, time)

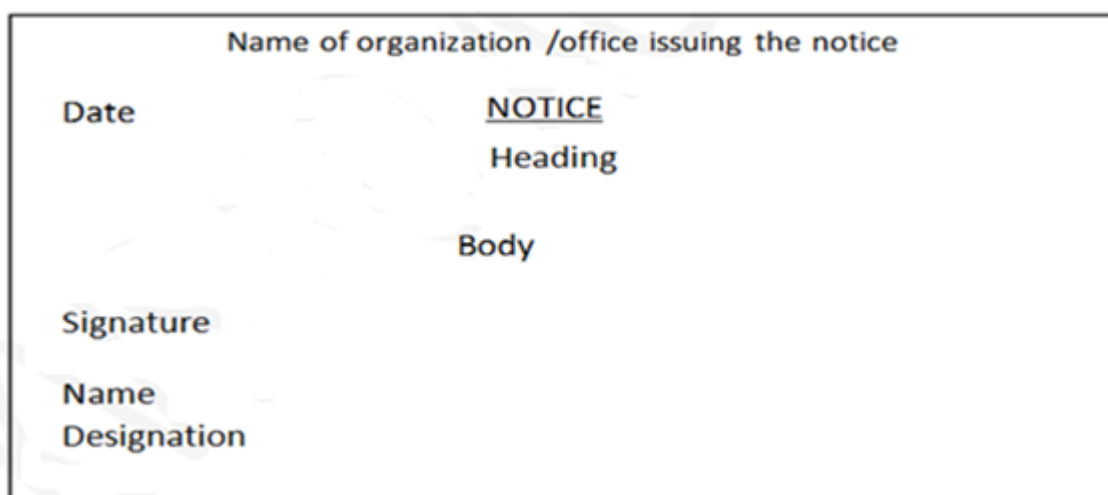
*Conclude the notice with name (signature),& post(designation)

*Write it in a box

*Follow 50 words-limit.

MAIN CHARACTERISTICS:

*Format-must include the word name of the Organization "NOTICE, "Date, Heading, Writer's name, & Designation



*Content-answers the question "What", "When", "Where "& other details and relevant instructions

*Expression-relates to the overall organization &relevance of the content besides grammatical accuracy & fluency.

Sample notices:

1. The Residents' Welfare Association, Green Park is organizing a 'Holi Fiesta' in the locality. As the president of the association, draft a notice in not more than 50words informing the residents about the same. Give other essential details.

Residents' Welfare Association

Notice

30 July 2021

Holi Fiesta

The Residents' Welfare Association is organizing a Holi bash in the colony as per the following details:

Date : 30 July 2021

Time : 9 am to 5 pm

Venue : Green Park Club

The residents are requested to come along with their families and friends and add colour to the rejoicings.

Ravi
Ravi Kumar President, RWA

2. On the occasion of National Science and Technology Day, the school has decided to organise a Science Fair. Vikram, the secretary of the Science Society, wants to call a meeting of the office bearers of the society to discuss the arrangements for the fair. Write a notice is not more than 50 words.

Delhi Public School, New Delhi

Notice

30 July 2021

Meeting of Science Society

On the occasion of National Science and Technology Day, the school has decided to organize a fair. All office bearers are requested to attend a meeting in the School Library on 05 August 2021 at 10 am to discuss the arrangements for the fair.

Vikram Singh
(Secretary, Science Society)

QUESTIONS FOR PRACTICE

- (i) New Adarsh School, Jaipur is organising a Career Counselling session for the students of class XI and XII of your school. Write a notice giving details of it to be displayed on your school notice board. (Word limit-50 words.)
- (ii) You are the Secretary of Vishvas Flats Welfare Association, Delhi-51. Write a notice to be circulated to the members of the Association, requesting them to attend a meeting to discuss about the security measures of the flats and appointment of new security guards. (Word limit-50 words.)
- (iii) You are Anita/Anil, the Sports Secretary of Jyoti Public School, Delhi. Draft a notice in not more than 50 words for your school notice board informing the students about the sale of old sports goods of your school.
- (iv) You are Babita/ Biman the Secretary of the History Club of your school. Draft a notice in not more than 50 words informing the students of class IX and X about a proposed excursion to historical places of your city.

INVITATIONS & REPLIES

An invitation is a formal request to someone to attend any specific occasion, celebration, programme or event.

Points to Remember

Type of Invitation

(A) Formal

(B) Informal

(A) Formal Invitation

- To be written in third person.
- Details like address dress code or any other instruction are written at the bottom to the left or the right side as per choice.
- Subject matter is generally written in the centre.
- No abbreviation to be used.
- Simple present tense is used.
- Word limit 50.
- Each entry to be mentioned in a separate line e.g.,
The name of the person(s) who is/are inviting
- Formal expressions like 'request the pleasure of your company'
- Time and date of event
- Purpose and occasion of invitation.
- For RSVP, address and telephone no. is given at which the invitee may contact for any queries.
- Name of the Chief Guest of the programme may be given

Formal invitation for marriage/birthday/auspicious occasion:-

Example : Write a formal invitation for the birthday function of your son.

<p>Mrs. & Mr. Chawala <i>request the pleasure of your company</i> <i>on the 5th birthday of their son</i> Rahul <i>on Monday, 28th January, 20XX at 7.00 p.m.</i> <i>at Konark Hotel, M.V.Road, Delhi.</i></p> <p>RSVP 13, Akber Bhavan New Delhi</p>
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Example : Write a formal invitation for the Marriage Ceremony of your daughter.

<p>Mrs. and Mr. Rahul Sharma</p> <p>Solicit your gracious presence on the auspicious occasion of the marriage of their grand daughter SONALI (Daughter of Mrs. Savita and Mr. Rahul Sharma)</p> <p>With SHRIDHAR (Son of Mrs. Suman and Kapil Sharma) on 17 August 2022 at 7.30 p.m. at Red Carpet, Party Lawn, Preet Vihar, Delhi-110031</p> <p>With best compliments from Vinod Sharma & All Relatives</p> <p>R.S.V.P. Madan Sharma B-36, Rajdhani Enclave, Vikas Marg, Delhi Ph. : 9868xxxxxx</p>

Formal Invitation for school events / exhibition for general public.

Example : You are a student of Laxmi Public School, Model Town, Delhi. The School is holding its Annual Function at 5.30 p.m. on 24th August, 2022. The Education Minister has consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees. (Word Limit 50).

The Principal, Staff and Students of
Laxmi Public School, Model Town, Delhi

request the pleasure of your company on

ANNUAL DAY CELEBRATION

on Sunday, 24 August 2022

at 5.30 p.m.

in the School Auditorium

Honorable Education Minister has very kindly consented to be
the Chief Guest.

R.S.V.P.

Admn. Officer

011-27xxxxxx

Special Instructions :

This card admits only two.

You are requested to be seated by 4.30 p.m.

Note: Entry Free

Formal invitation to preside over/inaugurate/judge events.

Example : You are Neha / Nakul, the President of the English Literary and Cultural Society of Government Model Sr. Sec. School, Sector 19, Chandigarh. You have to organise an Inter Zonal Declamation Competition on the topic "Communication Skills are very Important in Modern World" at 10 +2 level. You wish to invite Dr. Shailesh Gupta, an eminent educationist to preside over the function to be held on 16 August, 2022 at 9:30 p.m.

Govt. Model Sr. Sec School, Sector-19 Chandigarh

16 July 2022

Sub : Invitation to preside over Inter Zonal Declamation Competition
Sir,

The English Literary and Cultural Society of our school is organising an English Declamation Competition on the topic 'Communication Skills are very

Important in Modern World.' on 21 July 2022 at 9:30 a.m. in the school auditorium. Kindly consent to preside over in the above said programme.

Yours sincerely

Neha

Questions for Practice

- (a) You are the member of Punjab Academy, Delhi. Draft a formal invitation to invite all the members for the discussion on a book written by an eminent writer,
- (b) You are organising an Exhibition of Painting 'Nayika Series' on 30th November, 2018 at Azad Bhavan Art Gallery at 5:45 p.m. Draft an invitation card to invite the General Public.
- (c) On the occasion of Van Mahotsav function in your school. Draft an invitation to invite a renowned environmentalist for a tree plantation drive in your school.
- (d) You are Suman/Sonu the Head Girl/Boy of New Field School. Your school has decided to celebrate "The Grand Parent's Day" in school. Draft a formal invitation to be sent to the grand parents of students of your school giving details of the programme.
- (a) Your school is celebrating Annual Sports Day. Draft a formal invitation to be sent to parents and SMC members giving details of event.

INFORMAL INVITATION

Informal invitation follow the ordinary personal letters pattern. These letters or invitations are written to relatives, friends and known persons.

Points to Remember

- Use first person 'I', 'We' and 'You' and avoiding using 'he', 'she' and 'They'
- Do not write subject and receiver's address.
- Write in warm and personalised style with relaxed and informal tone.
- Avoid writing unnecessary details.
- Begin with 'Dear' (Name)
- Word limit 50

Example : You are Anuj / Anuja Goel of 23, Yojna Vihar, Delhi Write an informal invitation to invite all your friends for the party you are giving to celebrate your selection in B-Tech in DTU.

23, Yojna Vihar,

Delhi

10 July 2022,

My dear Rahul,

I have much pleasure in inviting you to post selection party after my admission in DTU. Reach my residence at 7.30 p.m. on 16 Jan, 2019 to join my family and friends in my moment of joy.

Yours truly

Anuj

Question for Practice

1. You have been successful in IIT entrance examination. Write a suitable invitation to your friends inviting them for a get together to celebrate the occasion.
2. Mrs. and Mr. Sharma wishes to celebrate the 25th wedding anniversary. As Mr. Sharma write an informal invitation inviting their best friend Mrs. and Mr. Vohra. Write necessary details.
3. Neeraj/ Neha has got very good percentage in final board exams.
He got admission in reputed college in Delhi University. He wants to celebrate with his friend. Write an informal invitation giving necessary details.
4. You are Neena/ Naveen of 21, Shakti Vihar Delhi. You have opened a Departmental Store in Chandani Chowk. Draft an informal invitation to invite your friend on the inauguration ceremony.
5. JKL Public School, Dehradun is going to organise its Annual Day in the coming week. As A.K. Sharma, the Principal of the School. draft a formal invitation to invite noted author Sudesh Gupta to preside over the function.

FORMAL REPLIES ACCEPTANCE/REFUSAL

Points to Remember

- Acknowledge the invitation
- Be brief and specific

- Express thanks in third person
- Not to be signed at the end
- When accepting, confirm date and time
- If declining, give reason, convey your best wishes
- Give date and address at top left hand side
- Use simple language
- Word limit 50

Formal Acceptance

Example : You are Mr. Ajay Gupta of 7 Park Avenue, Delhi. Draft a reply accepting an invitation to attend a house warming party hosted by your colleague.

9 July, 2022
 7, Park Avenue, Delhi
 Mrs. and Mr. Ajay Gupta thank Mrs. and Mr. Satish Sharma for their kind invitation on the house warming party on 17 July, 2022 at 11 a.m., which they are delighted to accept. It's their great pleasure to attend the ceremony

FORMAL ACCEPTANCE

(To Preside / Inaugurate / Judge Events etc.)

Example : You are Dr. Shailesh Gupta, an eminent educationist. You have been invited to preside over on Inter Zonal Declamation competition by Neha the President of English Literary club of Government Model Sr. Sec. School, Sector-19, Chandigarh. Write a letter of acceptance of the invitation.

73, Sector-11-A

Chandigarh

18 July, 2022

Dear Neha

Many thanks for inviting me to preside over the Inter Zonal Declamation Competition to be held on 27 July 2022 at 9.30 p.m. I shall be highly delighted to attend the function and enjoy listening to the views of students. It will be kind of you, if you could provide me the official transport.

Yours truly

Shailesh Gupta

FORMAL REFUSAL
(To Preside / Inaugurate / Judge Events, etc.)

Example : You are Dr. Shailesh Gupta, an eminent educationist. You have been invited to preside over an Inter Zonal Declamation Competition by Neha, the President of English Literary Club of Government Model Sr. Sec. School Sector-19, Chandigarh. Write a letter for refusal of the invitation.

73, Sector-11-A

Chandigarh

16 July, 2022

Dear Neha

Many thanks for inviting me to preside over the Inter Zonal Declamation Competition to be held on 28 July 2022 at 9.30 p.m. but I am sorry to say that I shall not be able to attend the same due to a prior appointment with my doctor.

With warm regards

Yours sincerely
Shailesh

Formal Refusal

Example : You are Mr. Ajay Gupta of 7 Park Avenue, Delhi. Draft a reply of refusal expressing inability to attend a house warming party hosted by your colleague.

19 July 2022

7, Park Avenue, Delhi

Mrs. and Mr. Ajay Gupta thank Mrs. and Mr. Satish Sharma for their kind invitation on the house warming party on 25 July, 2022 at 11 a.m., but regret their inability to accept the same due to urgent and unavoidable assignment abroad.

Questions for Practice

- a) You are AV Raman of Mysore. Prepare a formal reply expressing inability to attend the marriage of a colleague owing to a prior engagement.
- b) You are Vidya Sagar for 21 Rajya Park, Jaipur. Draft a formal reply of acceptance to an engagement function.
- c) You are a renowned environmentalist Vinod Kumar of 10, Nehru Park, Delhi. You have been invited to inaugurate the Van Mahotsav function. Due to prior engagement

you will not be able to come for the occasion. Draft a suitable reply of refusal for the same.

d) You are renowned environmentalist Vinod Kumar of 10, Nehru Park, Delhi. You have been invited for a tree plantation drive function. Draft a suitable reply of acceptance to attend the function.

INFORMAL ACCEPTANCE

Example : You are Rahul and have been invited to the post selection party of your friend Anuj. Write a reply accepting the invitation you got.

ACCEPTANCE

7-C, Yojna Vihar, Delhi

10 May, 2019

Dear Anuj

Many thanks for inviting me to attend your post selection party which will be held on 16th July 2022 at your home. I shall be highly delighted to attend the same and will enjoy the party with great fun.

Yours truly

Rahul Gupta

INFORMAL REFUSAL

Example : You are Rahul and you have been invited to the post selection party of your friend Anuj. Write a reply regretting your inability to attend the same.

7-C, Yojna Vihar,

Delhi 10 May 2022

Dear Anuj

Many thanks for inviting me to attend your post selection party, but I am sorry to say that I shall not be able to attend the same as I shall be out of station next week. I shall miss this joyous occasion. I wish you all the best for the future.

God Bless You

Yours truly

Rahul Gupta

Questions for Practice

- a).As Secretary of the Literary Society of your school, write a letter of invitation to an eminent journalist inviting him to address the students on a talk show to be held in your school.
- b).You are a well-known scientist you have been invited to deliver a lecture on the importance of Nuclear Energy in the Science Centre. Write a reply accepting the invitation.
- c).You are a noted stage artist and have been invited to perform at a stage show in a cultural event in Noida. However, due to a prior engagement, you are unable to attend the same. Write a reply refusing the invitation.
- d)You are Akash/Ashini. You have been invited to attend the wedding of your friend's sister. Respond to the invitation accepting it.
- e)You are Varun/Veena of 23, Ramesh Nagar Delhi. Your friend Neeraj has invited you for a party to celebrate his good board result and admission to a prestigious college. Draft a reply accepting the invitation.
- f)You are Shaan/Shruti of C-29, Pragati Apartment, Rohini Delhi. You have received an invitation to attend the inauguration ceremony of his newly opened Departmental Store. Write a reply accepting the invitation.
- g)Your friend is throwing a party to celebrate his success in board exams. Send a reply regretting your inability to attend the same due to a prior engagement.
- h)Mr. and Mrs. Narang of 2, Newland Apartment, Rohini have decided to have a party on the occasion of sixteenth birthday of their daughter. You are unable to attend the function. Write a reply in about 50 words.
- i)You are Shaan/Shruti of C-29, Pragati Vihar. You have received an invitation to attend the inauguration ceremony newly opened shop of your friend Karan. Write a reply of refusal, regretting your inability to attend the ceremony.
- j)You as Mr. Vohra write a reply of refusal, regretting your inability to attend the celebrations of 25th anniversary of Mrs. and Mr. Sharma due to some prior engagement.

LETTER TO THE EDITOR

(5 Marks: Format : 1 / Organisation of Ideas: 1/Content : 2 / Accuracy of Spelling and Grammar :1).

FORMAT OF THE LETTER

Sender's Address

House No.....

Name Of Street.....

City.....

Date

Address of The Receiver

The Editor

Name of The News Paper

Place of Publication

Subject :.....

Salutation

Sir/Madam

BODY OF THE LETTER

Paragraph 1- Define your purpose of writing the letter. You can start by —Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities/ concerned readers to the problem]

Paragraph 2- Define the problem in detail. Specify at least three effects of the problem.

Paragraph 3- Write the conclusion and the solutions you have if any. (minimum of 2 preferred solutions) or request the authorities to solve the problem.

Subscription

Yours faithfully/sincerely

Signature Name

SOME SUGGESTIVE LINES

Paragraph 1-

1. I am writing to you in order to highlight
2. Through the columns of your esteemed newspaper I would like to express my concern on
3. I am writing this letter in order to draw the attention of the authorities over

Paragraph 2-

1. The residents face many problems due to

2. Many times complaints have been made but the authorities have turned deaf ear to our problem.
3. The main reason is
4. The most annoying/ important thing is
5. The negligence of authorities has added fuel to fire.
6. The situation has gone from bad to worse.
7. The authorities are just peeping through a distance and not taking any action.
8. The problem has taken the shape of a hydra-headed monster.
9. I think this problem is getting step-motherly treatment.

Paragraph 3-

I hope that adequate measures will be taken by the authorities

I hope this issue will be brought into light

EXAMPLE 1

Write a letter to the Editor of National Herald, New Delhi about water scarcity in your locality suggesting ways to improve the position of water supply. You are Ramnath/ Reema of Ghaziabad.

H.No. A-24,

Kavi Nagar Ghaziabad

April 2, 20XX

The Editor

National Herald New Delhi-110001

Subject: WATER CRISIS IN KAVI NAGAR

Sir

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards the problem of water scarcity in our locality.

It is still early summer and the residents are already facing acute water shortage in the area. The supply is cut off at 8.30 a.m. in the morning and is restored only for half an hour in the evening between 6 p.m. to 7 p.m. Since the timings are erratic, many people, especially the working couples are unable to store water. Frequent complaints to the Jal Board has not yielded any result as the authorities express their helplessness saying that

one of the tanks of the Haiderpur Water Treatment Plant is under repair and has been shut down for a month or so thereby affecting the water supply in the area. But it is nearly one and a half months since the problem began, yet there is no respite to the residents.

The Jal Board should, in the meantime, make provisions for water tankers at different horns of the day. Also, measures must be taken to expedite the repair work.

Yours faithfully

Ramnath /Reema

EXAMPLE 2

You have noticed many stray animals on the road during the busy hours of the day. These animals have caused traffic jam as well as accidents. You have already written to the concerned authorities but no action has been taken so far. So write a letter to the Editor of a leading newspaper telling him about the nuisance created by the stray animals. Sign your name as Preeti Krishnan, C/5, Dispur Road, Assam.

H.No. C/5,

Dispur Road Assam

15 March, 20XX

The Editor

The Indian Express

Guwahati

Sub: NUISANCE CREATED BY STRAY ANIMALS

Sir

Through the columns of your esteemed newspaper, I wish to draw the attention of the concerned authorities of the Municipal Corporation regarding the plight of the residents of Bow Bazaar due to nuisance created by stray animals.

While going to school at 8.50 a.m, I notice many stray animals wandering here and there on the busy market roads. The position is almost the same, a repeat performance in the afternoon. Sometimes these animals cross the roads in a long unending array, thus

causing traffic blocks as well as accidents. These animals create a health hazard too by urinating everywhere. Huge heaps of dung spread here and there. Flies hover over them and insects breed inside them. We have already written to the concerned authorities but no action has been taken so far.

The authorities are requested to depute officials to catch these stray animals and send them to the police pen. If unclaimed, these might be auctioned. It is hoped that an early action will be taken by the concerned authorities.

Yours Sincerely

Preeti

Unsolved Exercises

1. Write a letter to the Editor, The Times of India, Mumbai expressing your views on how the standard of performance in sports can be improved in India.
2. Write a letter to the Editor, The Hindustan Times Delhi giving your views on frequent breakdown of electricity in your locality.
3. You are Ramesh/Reema of 20, Sarvodaya, Lucknow. Write a letter to the Editor, Nagrik Times to draw the attention of traffic police Department to the lawlessness among bus drivers and conductors.
4. The problem of corruption is increasing in India with a rise in consumerism and inflation. Mr. S.K. Singh, a lecturer in Physics. Writes a letter to the editor of "Our India" expressing this views on the steady decline in moral values of Indians. His address in save India Forum, Patna.
5. Repeated strike of doctors leaves patients at the mercy of god. Mr. Kaushal who had a bitter experience recently when he fell sick and had to be admitted to a hospital writes a letter to the Editor of "The patriot" narrating his tale of woe and generating public opinion on "Why shouldn't essential services be banned from going on strike ?".

APPLICATION FOR JOB

Points to Remember

Job application has two parts-

- (a) covering letter
- (b) Resume/Biodata

- Start body of the letter giving source of information about the job (newspaper) day, date, advertisement number etc.
- Share your interest and competence level.
- Close the letter giving note that Bio-data / resume is enclosed.
- Write 10-12 points in Bio-Data
- Bio-data / Resume, Curriculum Vitae is integral part of the job application. Bio-data should include :
 1. Name
 2. Father's Name
 3. Date of Birth/Age
 4. Address
 5. Hobbies
 6. Language Known
 7. Nationality
 8. Educational Qualifications:
 - (a) Years, Marks and Subjects of the candidate, Name of University etc.
 9. Professional Qualifications
 10. Experience
 11. Salary Expected
 12. Reference - At least 2 references

Example : You are Sudha / Sudhir resident of A-7, Shanti Park. You read the following advertisements in a newspaper.

SITUATION VACANT

Wanted a young and experienced graduate with fluency in English and Hindi to work as receptionist at Customer Care booths of NCR Groups of Hotels, Delhi. Contact Manager along with your complete C.V. within 7 days of this advertisement.

Draft an application in response to the advertisement giving your detailed resume.

A-7, Shanti Park
Delhi

17 July, 2022

The Manager
NCR Group of Hotels
Delhi

Subject : Application for the Post of Receptionist.

Sir,

In response to your advertisement in the Hindustan times dated 12 July, 2022 for the post of receptionist, I hereby offer my candidature for the same. I possess requisite qualifications and experience. I want to join your hotels to fully utilize my potential.

You may call me for an interview on any date as per your convenience. I shall be able to join my duties at one month's notice if appointed. I am enclosing my detailed resume for your perusal.

Thank You

Sudha/Sudhir

Enclosure : Detailed Resume

Resume / Bio Data

Name : Sudha / Sudhir
Father's

Name : Mr. Subhas

Age : 25 Years

Address : A-7, Shanti Park,
Delhi

Hobbies : Music, Net Surfing, Photography, Sports. Languages

Known : Hindi, English

Nationality : Indian

Educational Qualifications :

Passed Secondary Exam. from CBSE with 8.5 CGPA

Passed Senior Secondary Exam. from CBSE with distinction

Passed Graduation from Delhi University with first division.

Professional Qualification : Diploma in Computers from Aptech with first division.

Experience : Worked as receptionist with ABC group of companies for 2 years.

Expected Salary :

Negotiable References :

1. Dr. Mohit Aggarwal
(Surgeon), GTB Hospital, Delhi
2. Mr. Ashok Kumar Principal
AB Public School

Questions for Practice

- (a) You are Krishna / Krishan from F-9, Mayur Vihar, Delhi. You have come across an advertisement in a national daily for recruitment of Radio Jockey by Radio One, Noida. Apply in response to this advertisement giving your detailed bio-data.
- (b) You are Ritu / Ritva of 131, Jagriti Vihar, Gurgaon. You recently read about a post of chemist being advertised by Charak Research Ltd. Noida. You wish to apply for it. Apply with full details to the Managers of the Production Unit.
- (c) Sameer narang sees the following ad. In the “Morning News” and decides to apply for the job. His address is 16, Jawahar Nagar, New Delhi.

COACHING INSTITUTE AT PITAMPUR

Requires Part-Time Tutors for primary/middle classes. Graduates/under graduates with excellent academic record can apply. Write to
Career Point, A-50, Pushp Enclave
New Delhi.

- (d).Sameena sees this advertisement published in the “Local News” Aurangabad. She decides to apply. Her address is 38, Stadium Area, Aurangabad.

- (e) Madhumita Rai of Nehru colony, Delhi is interested in taking up a career in acting. She decides to send her resume to CINEVISTA FILMS,P.O. Street, Shalimar Bagh, New Delhi. Write the application..

ARTICLE WRITING

An Article is a piece of writing on a specific topic forming an independent opinion expressed by a writer. It is the most advanced form of writing which presents information in a variety of theme.

Distribution of Marks

(5 Marks: Format : 1 / Organisation of Ideas: 1/Content : 2 / Accuracy of Spelling and Grammar :1).

Word Limit: 150–200 Words.

Points to Remember

(a) Give an appropriate Title –

Write the Heading/Title at the top with the writer's name

i) First letter of every word capital e.g. Pollution A Menace

ii) Eye catching

iii) Should give crisp idea of theme

(b) Mention writer's name

(c) In case of news paper article give date & place

(d) Divide the article into three parts i.e. split your subject matter into 3-4 paragraphs

Part-1 –

Introduction beginning – Mention briefly the status of the issue use stating facts or quotation

Part-2 –

Analyse the topic in terms of types / kinds –Causes and effect –Problem (if any) – Consequences –Positive / Negative effects –Related Information / Statistical data – Implications - social / environmental / psychological / health related.

Part 3 –

- o Conclusion- suggestions / remedial measures / reminders / compare and contrast
- o Compare and contrast
- o Organise the ideas in a logical orders, with systematic presentation
- o Predictions and personal observations maybe included
- o Pay attention to grammatical accuracy and good use of vocabulary
- o Use sentence linkers to ensure continuity - e.g.

o Consequently similarly, 'finally' moreover' etc.

Hints:

Create rough work

First jot all the ideas, second make sequence and third join all the ideas with linkers and cohesive words.

For good article writing, it is important to read/ speak, listen to radio shows, panel discussions, explore latest live data, newspaper and do consistent sharing of day to day experiences.

Q1. 'Grow more trees to reduce pollution.' Write an article in 150-200 words on the topic given above for your school magazine.

Answer:

Grow More Trees to Reduce Pollution

-Radhika

"Trees are poems the earth writes upon the sky." Trees and plants are one of the main reasons why mankind came into existence. The importance of planting trees has been emphasized time and again. This is because of the numerous benefits they offer.

They make the world a better place to live in. They exhale oxygen and inhale carbon dioxide to maintain the ecological balance in the environment. They also absorb all the harmful gases and give us fresh air to breathe.

Trees build a sheet to protect us from the harmful ultraviolet rays. Not only this, they serve as a habitat for birds and various species of animals. This is not it. Trees help in controlling water pollution and preventing soil erosion.

The places inhabited by large numbers of trees are quite cooler compared to the concrete jungles that cannot do without air conditioners. Unfortunately, urbanisation is leading to clearing of forests and parks despite the numerous benefits they offer. People come here for morning walks, evening strolls, yoga sessions and laughter therapy. These also serve as a safe place for the kids to play and socialise. The only way left to preserve them and reap these benefits is by growing them at a faster rate.

As a Chinese proverb states, "The best time to plant a tree was 20 years ago. The second best time is now." So do your bit and make this place more beautiful.

Q.2 In many parts of our country girls are still discouraged from going to school. Consequently, a sizable section of the population is deprived of education. Schemes like Sarva Shiksha Abhiyan, CBSE scholarship to the single girl child and the Government's policy of giving free education to girls have come as a boon to our society. You are

Raghav/Rohini write an article in 150-200 words on the education of the girl child in the country.

Answer

Education Of The Girl Child In The Country

-

Raghav

Education of girls has been a high priority with the Government of India. In the new millennium, India has consolidated its earlier educational reforms with increased resources and stronger policy commitments for achieving elementary education, particularly for girls.

Reaching out to the girl child is primary to the efforts to universalise elementary education. 'Sarva Shiksha Abhiyan' or 'Education For All' programme recognizes that ensuring the education of the girl child requires changes not only in the education system but also in society's norms and attitudes.

A two-pronged gender strategy has hence been adopted to make the educational system responsive to the needs of the girls through targeted interventions which serve as a pull-factor to enhance access and retention of girls in schools on the one hand and generate community demand for girls' education through training and mobilisation on the other hand. The CBSE has also come up with the novel scheme of providing free education from the sixth standard onwards to the single girl child. The need of the times is that the government should further improve the educational infrastructure and make it more accessible and meaningful for the girl child.

Suggested Topics for Article Writing

- Brain Drain
- Value Education
- Gender Inequality
- Cyber World (Boon or Bane)
- Importance of Sports
- Print Media or News Channel – Advantages Children Learn What they Live with

REPORT WRITING

Distribution of Marks:

(5 Marks: Format : 1 / Organisation of Ideas: 1/Content : 2 / Accuracy of Spelling and Grammar :1).

A report is a written account of an incident heard, seen, done or experienced and meant to be published, about an event that has taken place in the past. A good report must have a good introduction, complete reporting and proper conclusion

Types of Report

- ☐ Newspaper Report
- ☐ School Magazine Report

Points to Remember:

- ☐ Use simple past tense for magazine and mixture of tenses for newspaper
- ☐ Use active / passive voice in reported speech
- ☐ Divide the report into three parts
- ☐ Part I :

Introduction – Mention– what, date, time, place

- ☐ Part II:

Body – detail of the incident, causes, consequences, effects, guests, steps, activities, and people involved, relevant details.

- ☐ Part III:

Conclusion – reactions / statements of people / promises by authorities / steps taken.

Report in third person/ School Magazine Report

- ☐ Format:
- ☐ Heading
- ☐ Name of the writer

Newspaper Report

- ☐ Format: ☐ Heading ☐ Name of the reporter ☐ Date and Place

SCHOOL MAGAZINE REPORT

EXAMPLE:

You are Shruti / Suhail, Head of the History Club of ASN Public School, Janak Puri, Chandigarh. Your school organised Heritage Awareness Programme in your school to create awareness regarding our monuments. Write a report on this programme in about 125–150 words.

HERITAGE AWARENESS PROGRAMME

–by Shruti / Suhail

Heritage Awareness Programme was organised by the History Club of ASN Public School, Janak Puri, Chandigarh on 09 August 2018 from 10 am to 2 pm in the School Auditorium. The school was well decorated with posters of various historically important monuments.

Mr. Deen Dayal, Dean of History Department of PU was the Chief Guest. Around 2000 students and parents attended the programme.

The programme began by lighting of the ceremonial lamp by the Chief Guest. After that a skit was presented by the students of Class XI showing the importance of our heritage and monuments. The history club presented an engrossing documentary giving a brief detail of 100 monuments from different parts of India.

In the end, the Chief Guest gave a very motivating speech about the role of Youth in preserving our national heritage. The Principal presented Vote of Thanks after which light refreshment was served.

Questions for Practice

- i) You are Neha / Narayan, a consultant in Sai School of Management. You organised a seminar on Right to Education Act for Teachers and students in which educationist were invited to talk on the topic, its problem and implications. Write a report in about 125–150 words for the school magazine.
- ii) You are Preet / Prem, head of Health Club of KV, Shalimar Bagh, New Delhi. Your club organised a talk to make students aware about alarming use of chemicals in vegetable and fruits. Experts from medical field and consumer forum were invited to answer the queries of the audience. Write a report in about 125 words for your school magazine.

NEWS PAPER REPORT

Example:

You are Sanjay / Sanjana, a reporter with. The Hindustan Times. You witnessed a fire accident in a crowded market in Delhi. Write a report to be published in the newspaper. Invent necessary details.

FIRE ENGULFED CENTRAL MARKET

Sanjay / Sanjana, Staff Reporter

10 September, 20XX, New Delhi

Over a hundred persons were trapped for two hours when a devastating fire broke out yesterday in the Central Market Lajpat Nagar between 5 p.m. and 7 p.m. Though no casualties were reported officially, fifty people were injured.

The fire broke out around 4.50 p.m. due to a short circuit in the main line and spread quickly. There was panic and stampede as people rushed out of the overcrowded market place. Fire brigade and police arrived

at the venue within half an hour. About a dozen firemen battled for two hours to bring the fire under control. The loss incurred is estimated to be about five crore rupees.

The injured persons were rushed to a nearby hospital. Many people sustained minor burns. The Governor has announced an enquiry into the mishap. The police is investigating the matter.

MOCK DRILL

-Report by Karuna

26 May 20XX

A Mock Drill was conducted on 25 August, 20XX at 11 am in our school. This time mock drill was conducted to mark the 1st anniversary of Nepal Earthquake of 2015. For mock drill of an imaginary earthquake as soon as the alarm hooter rang out loud and clear, books were abandoned and bags shoved aside as students dived under their desks for cover. Teachers and non-teaching staff too were involved in the act, as they stood huddled in a corner or under the desks waiting for the imagined worst to pass. After a few seconds the students were immediately escorted by their subject teachers to the assembly point. During the drill students followed the exit routes designated for them and assembled at assembly point in proper rows earmarked class wise. Proper head count of all the students was taken. Rescue team was in action to rescue left out students or any other staff members. Special care was taken for disabled students. Keeping all the safety measures in mind and carrying them out methodically, the entire building was successfully evacuated within a span of 2 minutes.

Once all had evacuated the building and had assembled in the ground, the students were advised not to panic in case of any disaster. They were instructed to be with teachers at the time of disaster and follow the instructions given by them.

REPORT ON CLEANLINESS DRIVE

–By Sneha, Head Girl

Sarvodaya Kanya Vidyalaya, Majlis Park, undertook a cleanliness drive during the month of October 20XX in accordance with Clean India Campaign. The school chalked out a monthly plan to organize numerous activities such as skits, debates, speeches, poster making etc. A special drive was carried out on 02 October 20XX to reverberate to the mission of campaigning. The students took a pledge to clean their school, homes, public places and surroundings. During the morning assembly a play on 'Clean India' was enacted to highlight the importance of hygiene, sanitation and cleanliness. The school Principal along with staff and students actively involved in the cleanliness drive. They enthusiastically took up broom and cleaned up every nook and corner of classrooms, corridors school ground and nearby area. The whole drive was quite inspiring and motivating for the students. The students realized that any work is best done by the person himself. It made the students aware of the dignity of labour.

Question :

A local tour is organised in your school recently. Write a report in 120–150 words based upon your experience, for the school magazine of your school. You are Namit / Namita of Class XI A.

LOCAL TOUR

By Namit / Namita (XI A)

On 9th of October this year, a local tour was organised for all the students of school. The students were informed well in advance. They reached the school in time and boarded the assigned buses at sharp 8.30 a.m. escorted by their respective class teachers.

A sumptuous refreshment like light snacks, and frooti etc. was relished by the students, while traveling. They disposed off the wrappers in dustbin, kept in buses. All the students were very happy and sung sang while making merry.

The students were very happy when they reached the first spot i.e., Gandhi Smriti Bhawan. They noted the important information in the notebooks that they were carrying.

The next destination was Humayun's Tomb. The students and the teachers had their lunch in the outer lawns. When they entered the premises, they were taken aback by its sheer beauty. It was a magnificent monument with well manicured lawns. There were fountains amidst numerous small square ponds. It was an extremely beautiful view.

The students were then asked by the teachers to form queues again to move to the next spot - that was Rail Bhawan. They had glimpse of journey of railways in India Since 1953. It was fascinating. The bus reached the school at 5.00 p.m. The students were a bit tired but happy. They bade good bye to the teachers and moved to their respective homes.

Questions For Practice

Write a report on the topic 'Career Mela' in 150-200 words for your school magazine. The inputs are provided to facilitate you. You are Manohar Singh / Manjeet Kaur.

- ☐ students asked to submit charts pertaining to various career choices...
- ☐ under senior and junior categories...
- ☐ class XII and X students were informed well in advance...
- ☐ charts displayed in multipurpose hall...
- ☐ principal presided the career mela....
- ☐ students were invited to have a round of exhibition...
- ☐ they were told to bring along note books and pen...
- ☐ two resource persons were invited...
- ☐ talks were held about career prospects available in India and abroad after completing school...
- ☐ it was appreciated by all

Suggested Topics for Practice

1 Annual Day & Prize Distribution

2 Sports Day

3 Van Mahotsav

4 Literacy Week

5 Fancy Dress Competition / Debate Competition

6 You are Akshay / Akshita, a press reporter with Indian Express. Recently a few trains were cancelled due to fog in winter. Passengers were stranded at the New Delhi Railway Station. Write a report in about 125–150 words highlighting the problems faced by the passengers.

7. Incessant rains have caused irrecoverable damage in your area. A flood relief programme was organised where various flood relief measures were carried out. As a newspaper reporter, write a report in about 125–150 words about the programme