COMMON FORMATS FOR WRITING TASKS

INTRODUCTION - Notices -

Where used: schools, organizations, 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 July 2016)
* 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 "NOTICE, "Date, Heading, Writer's name, & post
* Content - answers the question "What", "When", "Where" & "How" etc.
* Expression - relates to the overall organization & relevance of the content besides grammatical accuracy & fluency.

MARKING SCHEME -

* Format - (1m) * Content - (2m) * Expression - (1m)

SAMPLE NOTICE: 1

Q.1 you are Mohit/Mita Head boy/girl of Delhi Public School, Lucknow. Your school is celebrating "World Environment Day" on 5th June 2016. Draft a notice informing the students to bring two saplings from each class. Invent necessary details. (Do not exceed 50 words.)
DELHI PUBLIC SCHOOL, LUCKNOW

NOTICE

18th May 2016

Celebration of World Environment Day

Students are informed that "WORLD ENVIRONMENT DAY" will be observed on 5th June 2016 in the school premises. Each class is instructed to bring at least two saplings. For more information contact the undersigned.

Mohit
Head boy

TYPES OF NOTICE
1. Notices at Public Places, No Parking, No use of Mobile, No Smoking etc.
2. Notice for General Public

PUBLIC NOTICE
Notices issued by Residents Welfare Association, Mayur Vihar Phase-I, Delhi

Residents' Welfare Association, Mayur Vihar

NOTICE

Aug., 7, 2014

Power Cut

This is to inform all the residents of the society that there will be a power cut for four hours on 8th Aug., 2014 from 1.00 p.m. to 5. p.m. The reason is the installation of electronic meters. Inconvenience is regretted.

M L Verma
President
RWA
Residents Welfare Association,
A Block Vasant Kunj, Delhi

NOTICE

Aug. 8, 2014

Water Shortage
Considering the acute water shortage in the colony this summer all the residents of Vasant Kunj, A-Block are requested not to waste potable water for cleaning their cars, verandahs, drive ways etc. or watering the plants with a hosepipe. A fine of Rs. 500/- will be imposed on the defaulters. Kindly save water for a better tomorrow.
President
Resident Welfare Society
A Block Vasant Kunj,
Delhi

5. NOTICE ABOUT TOURS / CAMPS / PICNICS
1. S.K.V. Dilshad Garden is organising an educational tour to Goa for Class XI and XII. Write a notice for your school notice board inviting students to join the tour. Invent other necessary details.

S.K.V. DILSHAD GARDEN, DELHI

NOTICE

Aug. 7, 2014

Excursion To Goa

The students of Class XI and XII are hereby informed that our school is organizing an educational tour to Goa as per the details given below:
Destination: GOA
Duration: From 13 Sept., 2014 to 18 Sept., 2014. Expenses to be borne by the Department of Education.
Interested students may give their names to the undersigned along with the NOC from their parents by 30 Aug., 2014.

Mrs. S. Krishna
PET
6. SCHOOL ACTIVITIES OR EVENTS
a. You are Rajan / Rachna, the Head boy / girl of G.G.S.S.S. No. 1, Rohini. Write a notice about a debate competition in your school on the topic "Utility of Mega Events for common man."

G.S.S.S.S. No.1 DILSHAD GARDEN

NOTICE

Feb. 17, 2015

Debate Competition

All the students are hereby informed that the English Debate Competition of Zonal Level will be held in our School as per the details given below:

Date: 21 Feb., 2015
Time: 8.30 a.m.
Venue: School Auditorium
Topic: Utility of Mega Events for Common Man
Time limit: 3-4 min. One each in favour of and against the motion.

Interested students may give their names to the undersigned latest by 19th Feb. For further details, contact the undersigned.

Rachna
(Head Girl)

b. You are the Editor of your School Magazine. Draft a notice for your school Notice Board inviting articles, poems, jokes, sketches etc. from the students for your school magazine. Sign as Neha/Neeraj, Secretary of Cultural Activities, SKV, Vikas Puri.

c. The Cultural Club of DAV Public School Noida is organising a 'Talent Hunt' evening. Pt. Ravi Shankar, the eminent vocalist will be the guest of honour. As Mridul/Mridula, the Secretary of the Cultural Club, draft a notice to inform the students and invite their names. Draft his/ her notice in not more than 50 words.

4. As the Head boy/Head girl of Mother Mary Public School, Dilshad Garden, Delhi you are organising a career counseling session for XI & XII students of your school. Write a notice giving details of it to be displayed on your school notice board.
(Note: Name the dignitary who will throw light on various vistas open for youth and mention about the exhibition in the School)
(i) You are the Secretary of Akash Flats Welfare Association, Varanasi. 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.)

(ii) 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.

(iii) 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.

LETTER WRITING- INFORMAL & FORMAL

Format for Informal Letter Writing

Q. You are Sparsh Juneja, a resident student in XYZ school, Bangalore. Write a letter to your mother describing your new school and hostel life.

Answer:
Room No. 14
Boys Hostel
XYZ School
Bangalore

(Leave a blank line)

Nov 25, 2012

(Leave a blank line)
Dear mother,

I am fine here and hope this letter finds you in good health. I am enjoying my new school and hostel life. Though sometimes I feel homesick but your words of advice always help me overcome the feeling.

I believe this school is one of the best that I could have gone to. We have the best facilities at our disposal, be it the playground, the gymnasium or the lush green lawns. The teachers are very well-learned, affectionate and efficient. My classmates are helpful and fun to be with.

In a nutshell, all I want to say is that you need not worry about me as I'm in good hands. Please convey my regards to dad and love to Sunaina.

Your loving son,

Sparsh Juneja

FORMAT OF A FORMAL LETTER
• **HEADING:** Sender’s Address is written here.

• **Never put your name before address.** Write the house number first, followed by the street, town/city and pin code.

• **Receiver’s name (if given) or designation & address in the next line**

• The **DATE** appears directly below the address in words (name of the month).

• **SUBJECT** ( The central theme indicated concisely )

• **SALUTATION** ( SALUTATION CHECK – LIST )
  
  o **For Acquaintances / strangers / Officials / Editors:**
    
    Dear Sir / Madam

    Dear Mr / Ms / Mrs + Name

• **For Authorities :**

  Sir / Madam

**BODY OF THE LETTER**

**Para 1:** Who you are and why you are writing.

**Para 2:** Details of the problem / topic / issue

**Para 3:** What you would like the reader to do. Your hope, appeal, warning, conclusion, comment etc.

**Para 4: CLOSING THE LETTER**

Write **Yours** with a capital ‘Y’ and **sincerely/faithfully** or **truly** with a small‘s’, ‘f’ or ‘t’ respectively .

**REMEMBER :** the word **Yours** never takes an apostrophe .

**SIGNATURE,** Full Name and Designation of the person writing the letter is put here

**SAMPLES:**
1. LETTER TO THE EDITOR:
Suppose you are an educationist and feel strongly about the flaws in the existing system of education. You feel that the system neglects the talent and skills of the
students and is restricted to classroom teaching. Write a letter to the editor of an English newspaper making a case for education beyond classroom teaching. Sign yourself as Dr. Amit Verma. (Word Limit: 200 Words)

27, University Enclave
New Delhi

4 May 2017

The Editor
The Hindu
New Delhi

Sir

Subject : Education Beyond Classroom Teaching .

I am writing this letter to highlight the issues related to modern school education.

Most schools seem to believe that classroom education is the only stepping stone to success. In the process, they overlook other talents and skills of students like music, painting and sports and qualities of head and heart such as courage, chivalry, personality, wit and friendship. What are these schools doing to inculcate these qualities in children? The main problem is our inability to live peacefully with others and our selfish mentality.

Schools should teach the students the age-old values of brotherhood, tolerance, team spirit, satisfaction. Co-curricular activities have a vital role to play in this regard, thus the schools should pay extra attention to it while designing the curriculum. The interests of the students should be taken into consideration to develop their skills. The education imparted should be practical and relevant to their life. The examination system should stress more on understanding the subject than merely cramming facts.

I request you to create awareness among the public and the concerned authorities so that the education system can be re-vamped and children start enjoying their studies and their school life.

Yours sincerely
2. LETTERS OF ENQUIRY/ LETTERS OF INFORMATION

Write a letter to M/s Laxmi Stationary Mart, Chawri Bazar Delhi asking them to send their rates and terms of supply of stationary items. You are R. K. Mittal, Office Superintendent, Bundelkhand Public School, Jhansi. (Word limit 125 – 150 words.)

Bundelkhand Public School
Jhansi

20th May 2017

The Manager
M/s Laxmi Stationary Mart
Chawri Bazar
Delhi

Dear Sir

Subject : Inviting Rates and Terms of Supply

This is to bring to your notice that on behalf of Bundelkand Public School we would like to place a bulk order for the supply of stationary items for our school office and the administrative block for the session 2017-2018. We have selected a few leading stationers for the purpose of supply of these items. We have included your prestigious firm in the list, keeping in view the goodwill it enjoys in the stationery market. Kindly quote your rates and terms of supply and also state your discount rates if any which will also help get due weight and consideration.

We need the following items with their brands and number of items required

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>Brand</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pencils HB</td>
<td>Natraj</td>
<td>20 Dozens</td>
</tr>
</tbody>
</table>
Let us remind you once again that maximum discounts and the suitable terms of supply will be important considerations before placing the order. The lists of rates and terms of supply received after 20 June 2017, will not be entertained. Please let us know whether it will be possible for you to supply us the above items. Kindly let us know the maximum time which you will require to supply us these items.

Yours sincerely

Signature
R.K. Mittal

3. LETTER TO COLLEGE AUTHORITY – SEEKING INFORMATION
You are Mallika, student of class XII, Townvale Girls’ School, Shimla, is all eager to enter the National Film Academy, Shimla, after her board results. Write a letter to the director of the film academy seeking information regarding admission procedure, eligibility criteria, fee structure, placement opportunities, etc.

BB-101, Townvale Girls’ School
Shimla-112233

22nd May 2017

The Director
National Film Academy
Shimla-112211

Sir
Subject: information about admission

I am greatly interested in joining your esteemed academy for the academic year 2017-18. I am a student of class XII at present and hope to be eligible for your admission criteria. Even though I have heard quite a lot about your institution from my friends and advertisements, I would like to clear some of my doubts regarding your admission procedure.

Kindly let me know when is the right time to apply for a course? Where are the admission forms available? Can I download a form over the internet? I hope your institution welcomes payment of fee in installments. Are there scholarships for eligible students? Any entrance test conducted for the same?

I would also like to know further details such as the course duration, tuition and other fee, study centers and any placement assistance provided after the successful completion of the course.

I am looking forward to an early reply from your side.

Yours truly

signature
Mallika Sharma

4. SAMPLE LETTER OF ORDER/PURCHASE
As Librarian, Model Secondary School, Neyveli, write a letter to M/s Sohanlal & Bros Booksellers, Agra, placing an order for books (Mention at least 4 titles of the books) to be supplied immediately.

The Librarian
Model Secondary School
Neyveli

20th May 2017

The Manager
M/s Sohanlal & Bros
Booksellers
Agra
Dear Sir

Subject: Supply of books for the school library.

This is with reference to your quotation dated 20th May 2017. We are pleased to inform you that our management has decided to place an order with your esteemed firm. We want to place a bulk order to you for the supply of books to our school library. We hope to get a decent discount that is usually granted to the institutional buyers. We also expect you to bear the mail and other expenses involved in the dispatch and delivery of books.

The list of books with their particulars is attached here with.

List of Books

<table>
<thead>
<tr>
<th>S. No</th>
<th>Name of the books</th>
<th>Authors/Publisher’s name</th>
<th>No of copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>History of India</td>
<td>L Prasad</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Modern Trigonometry</td>
<td>Bansilal</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Modern Algebra</td>
<td>S K Sen</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>The New Atlas of the World</td>
<td>Frank Bros</td>
<td>30</td>
</tr>
</tbody>
</table>

The above books must reach us in proper shape and order not later than 15th June 2017, if our terms and conditions are acceptable to you.
Yours sincerely

Signature
Madan Mohan
Librarian

5. LETTER OF COMPLAINT
You are Manisha, staying at 22, Kirti Nagar, Delhi. You bought a mobile phone from “Mobile Villa”, Roop Nagar, and Delhi. The phone developed a problem within a few days of the purchase. Write a letter to Sales Manager of the showroom complaining about the defect and seeking immediate replacement.

22, Kirti Nagar
Delhi
15th June 2017

The Sales Manager
Mobile Villa
Roop Nagar
Delhi

Sir

Subject: Complaint against defective mobile phone

I bring to your kind notice that I bought NOKIA N73 mobile on 5th December 2010 vide receipt no.SE/099 from your showroom.

I regret to inform that after one week of using it, problems started to appear. The flash of the camera is no longer working. Also, the display screen is getting blurred which makes it difficult for me to see the SMS messages clearly.

Under the terms and conditions of the sale, the phone carries a guarantee of two years towards any defect. You are, therefore, requested to replace it at the earliest so that I would be spared from further inconvenience.
Enclosing herewith copies of cash memo and warranty card.

Yours faithfully

Signature
Manisha Thakur

Questions for practice:

(A) BUSINESS LETTERS
(i) Giving Information
1. You are Satish/Sarita, Manager of Newage Sports equipments Co. Ltd. Rohini. Your firm has manufactured sports equipments especially designed for school students in the age group of 10–15 years, in collaboration with USA sports research unit. Write a letter to the Director, Bhartiya Vidya Bhawan Schools, Hyderabad informing about your latest products which are ready for sale.
2. You are Bharti/Bharat manager of Smart Link School firm Chennai, T.N. Your firm has designed easily installable smart black boards. Write a letter to the chairman BBPS managing trust giving information about your products and services.

(ii) Asking for Information
3. You are Sudha/Sudhir, President of Residents’ welfare association of Neelamber Apartments, Jaipur. You have decided to get the apartments whitewashed with plastic paints. Write a letter to the manager New light Painters and Decorators, Jaipur asking about their services and charges for whitewashing the apartments.
4. You are Aditi/Aditya from 7-S Najafgarh. You are interested in joining Yoga and Meditation centre of your locality as a student. Write a letter to the chairman of the centre asking about various particulars of the admission and other related information.

(iii) Placing Order/Cancellation of Order
1. You are incharge of Junior Science Laboratory of ASN Public School, Shalimar Garden. Place an order to SUV laboratory works; Karol Bagh for various apparatus/equipment used in your laboratory.
2. You are Neetu/Neel, Eco Club incharge of S.V.C. school Motibagh, Delhi. Place an order with Green World Nursery, Dayabasti for Nonflowering Ornamental plants.
3. You are Shivani/Shivam, Incharge of Cultural, committee of Jai Deep School, Nehru Vihar. You had placed an order for the supply of several musical instruments for organising annual day, at your school to M/s Gagan Musical Store, Karolbagh, As the dealer did not supply
the instruments before the due date you were forced to arrange for the instruments from some other store. Write a letter to the dealer for cancellation of the order placed by you and returning the advance money deposited by you.

4. Kumar Shanu of Bareilly has purchased a frost free Godrej refrigerator of 265 liters from Life Style, civil lines, Bareilly. After a month of purchase, the freezing section of the refrigerator has stopped functioning. Write a letter to the Sales Manager of the firm complaining about it and requesting for the piece to be replaced, since there is a two-year warranty.

5. Write a letter to the Commissioner of Chennai Municipal Corporation, complaining about the poor sanitary conditions and mosquito menace in your locality.

6. Write a letter to the police commissioner (Traffic) about the inadequate parking facilities in the commercial street area of Bangalore, which is causing a lot of inconvenience to the people. You may also offer your suggestions for solving it. You are Rakesh/Radhika, no. 12, Jai Nagar, Bangalore.

7. Along with air and water pollution our cities are also under an attack of noise pollution. Marriage processions, DJs, during wedding receptions, loud music from neighbor flats etc. are all sources of noise which is not good for the old, the ailing and students. Write a letter to the Editor of a local newspaper describing the problem and requesting the concerned authorities to solve it. You are Karan/Karuna, M-114, Mall Road, Delhi.

8. In all big cities road rage has become a serious problem. A minor scratch, a little push, or a small brushing past can lead to a scuffle sometimes resulting even in murder. Write a letter in 120-150 words to the Police commissioner giving your views on the problem and its solutions. You are Karuna/Karan, M 114, Mall Road, Delhi.

**ARTICLE WRITING**

Articles and speeches express the personal opinion of the writer and present information on a variety of themes.

**FORMAT:**
1. Write the HEADING/TITLE at the top.
2. Write the name of the writer below it.
3. Split your subject matter into 3-4 paragraphs.
   (i) Paragraph-1: Introduction-briefly tell what the Article is about, giving some startling factor quotation to arouse interest.
(iii) Paragraph-4: Conclusion. Briefly offer suggestions and solutions to improve the situation.
Predictions and personal observation may be included.

4. Systematic presentation of ideas is a must.
5. Pay attention to grammatical accuracy and use of good vocabulary.
6. Use sentence linkers to ensure continuity—eg. consequently, similarly, finally, moreover, etc.
7. Avoid irrelevant information and repetition.
8. Follow word limit (150-200 words)

DISTRIBUTION OF MARKS:

ARTICLE WRITING
FORMAT: (title & writer's name) 1mark
CONTENT: (4MARKS)
EXPRESSION: (5marks)
Grammatical accuracy, appropriate words and spellings (2 1/2marks)
Coherence and relevance of ideas and style (2 1/2marks)

Article

<table>
<thead>
<tr>
<th>TITLE/HEADING:</th>
<th>Eye-catching, illustrating the central themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF THE WRITER:</td>
<td>Writer's name, either at the end or immediately below the title</td>
</tr>
<tr>
<td>INTRODUCTION:</td>
<td>Establish the context (and delimit the topic) through a topic sentence. Focus on the positives and negatives of the topic. Put the topic in perspective. Draw readers' attention. Specify and delimit your topic. Put a rhetorical question or give some startling facts or statistics.</td>
</tr>
<tr>
<td>CONTENT:</td>
<td>Spell out the various aspects of the topic—merits, demerits, causes, consequences, effects, advantages, disadvantages.</td>
</tr>
<tr>
<td>ENDING AND CONCLUSION:</td>
<td>Give your opinion, comments, criticism and recommendations. Conclude with a hope, a warning, an appeal or a call for action.</td>
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</table>

SOLVED QUESTION
Coaching institutes Exploit Students
By Mita, Class XII

Coaching institutes have mushroomed in every nook and corner of a city over the past few years. These so called" temples of learning" are exploiting the young minds just for their financial gains. The misleading advertisements given by these institutes act as magnets to attract the innocent, inexperienced students, who are seeking sincere counseling and proper direction.

Most private tuition centers and coaching institutes treat students just as commodities, instead of providing them proper direction in their scholarly pursuits and giving them individual attention they leave them to their fate. The counselor who is appointed to these institutes is assigned the task of filling the unpopular coaching programmes with more students so that the institution can maximize its profits, irrespective of whether that particular programme suits the student or not. These Coaching Institutions take advantage of the ignorance of the illiterate Parents by advising them to enroll their weak child in a "crash" course whereas he needs to join the long term coaching programme for being successful in life .The sole purpose of these institutions are to fill their coffers with money, not to look into the well-being of these students, who are the future assets of the nation. These institutions are like the" termites" making the nation's future hollow.

The Education Department of the Government should be vigilant and stop these Coaching Institutes from exploiting the innocent students. Stringent laws should not only be made to stop these institutes from spreading their tentacles in the society but the guilty who are playing with the future of the students should be brought to task.

1. Viswas/ Vishikha: You are much concerned about the discriminatory treatment of women in the Indian society. Write an article in 150-200 words throwing on tug of problem and giving suggestions for putting an end to it. (10 marks)
DISCRIMINATION OF WOMEN
Vishvas

It is a pity that in a country where women are said to be worshipped, there is widespread discrimination. Even before they are born, injustice is meted out to them in this male chauvinistic world in varying degrees. Certain brutal practices like female foeticide throw light on our attitude. The girl child is considered a liability and doesn't enjoy the privileges of a boy. She is denied the advantages of proper education. The dowry system haunts parents and the harassment she is subjected to at the in-laws often force her to commit suicide. Even in enlightened homes, women have to live their life under surveillance, if not in strict 'purdah'. Working women are physically and verbally abused, denied opportunities of growth and subjected to discrimination. Social evils like dowry system, honour killing, human trafficking, societal dogmas etc., take a toll on women. Only education and economic independence can empower women. Proper law making and execution, spreading awareness, exemplary punishment for the predators etc., surely will bring positive changes. Women need to be empowered instead of treating them as a helpless victim of male chauvinism. Let us live, let her live and let us help her live in better developed society.

2. You are Asha Awasthi. You have been asked by your teacher to write an article on `Why is Tourism not flourishing in India?' (10 marks)

Ans.

WHY IS TOURISM NOT FLOURISHING IN INDIA?
Asha Awasihi

India is known for its rich flora and fauna, beautiful landscapes, glorious past and varied cultural trends. All this makes India a major tourist attraction. However, the reality is far from this. Tourism in India has been constantly suffering setbacks due to its inefficient tourism industry. Filthy roads, rickety buses, overpriced taxis, delayed trains, all make travelling a nightmare in India. Moreover, the absence of decent and hygienic accommodations at a reasonable cost, often dissuades tourists from visiting India. Besides, the growing menace of terrorism is a huge deterrent for tourists. The Government of India needs to put in concerted efforts in place to revamp tourism in the country. Utmost emphasis should be placed on infrastructure development and beefing up the security. Such efforts will certainly make India a leader in the world of tourism.
Article/Speech
Suggested Value Points:

1. Child labour - one of the serious issues
2) Children below 14 engaged in various types of work in homes, hotels, garages and factories.
3) Millions of children in India as child labourers.
4) Poverty one of the main causes.
5) Upper middle and affluent class engage child labourers.
6) A number of laws and acts to curb child labour.
7) Joint efforts and wide public awareness.

2.
2) Getting some favours
1) Corruption - dangerous for country's future and progress.
2) Students/youth - raise a loud voice against corruption.
3) Practicing values, social ethics, positive attitude and feeling of service and sacrifice.
4) Youth have force, stamina and vision to uproot corruption from the society.

4. Reality shows on TV
   Involving real characters in some or other types of competitive shows based on dance, singing, quiz, laughter and other types of wild or typical stunts.
1) Wide publicity and broad coverage.
2) Emotional dreams.
3) Producer's/Presenter's gimmicks.
4) Tender sentiments hurt by crying, scolding, breaking down, disqualification, wild card entry and artificial/deliberate hostility shown by judges.
5) Impact on both - the participants and audience (specially children).
6) Govt. and administrative control and supervision must.

5. Role of Media
1) Role of media in spreading public awareness and taking up public causes
2) Various things good and bad go unreported
3) Different schemes/provisions for poor and needy
4) Corrupt people do not allow the target people to take their due benefit
5) Media can expose corrupt practices and make masses aware

6. Price Rise
1) Essential Commodities - everyone's needs
2) Prices rising
3) Hurting/pinching the poor and lower middle class
4) Check on price rise by state machinery
5) Ban on hoarding/back marketing
6) Strict supervision and monitoring
10. Environment
1) Fast degradation of air quality
2) Many factors-industrialization, urbanization, migration from villages, deforestation, use of chemicals, poor/faulty garbage disposal
3) Students-responsible citizens of tomorrow
4) Instilling values-protection of our planet
5) Respect and love for all provided by nature

6) Awareness and Education
7) Community involvement

11. Senior citizens
   Suggested Value Points
1) 60 years and above
2) Some living away from their children/family
3) Case/incidents of crime against them
4) In most cases servants, local people involved
5) Measures to provide safety and peace of life to them
6) Administration/Govt./Local Police should take care
7) Verification of servants and close watch on visitors

Write an article in 150-200 words on 'Vocation training as part of the school curriculum' expressing your views on its need in the present scenario and suggesting steps to make it successful.

Suggested Value Points:
I. - Present system of education and its flaws
   - Problems faced by students in the competitive world
   - Increasing unemployment—various reasons
II. - Vocational training to be essential part of Curriculum
    - Knowledge or professional courses to the students through career counseling programmes
    - Aptitude tests to choose a professional course
    - Practical training—to work in workshops or institutes
    - Stipends/scholarships to students on merit
    - Selection through campus interviews
    - Job opportunities/self employment
    - Easy loan by the government
III. Conclusion- Your views-
Some people say that advertising encourages us to buy things that we really do not need. Others say that advertisements tell us about new products that may improve our lives. You love advertisements and feel that advertisements are just a means of presenting one's products and the final decision also lies with the consumer. Write a speech for the morning assembly in 150-200 words. You are Priya/Piyush.

Ans. Good morning to one and all. Honourable Principal Sir, respected teachers and my dear friends. Today, I am here to share my views on 'Advertising and its effects'. The purpose of advertising is to tell the consumer about any new product or service or any new promotion on the existing product and service. We need it so we can make good decisions when we go shopping. Advertising tells us when new and improved products become available and lets us know which ones have the best price. Through advertising, we come to know about new products. For example, a new product which almost does not use oil and is healthy, like an air fryer, will be quite helpful for someone who is health conscious but loves deep fried food. Even products we are familiar with may be improved, and advertising lets us know about this. Most people use cell phones, but new types of cell phone services become available all the time. There are different plans that give you more hours to talk on the phone, send text messages and photos. By watching advertisements on TV it is easy to find out about new improvements to all kinds of products. Advertisements keep us informed about prices. Prices change all the time, but everyone can look at the advertisements in the newspaper and see what the latest prices are. Advertisements also inform us about sales. In fact, some people buy the newspaper only in order to check the prices and plan their weekly shopping. Advertisements improve our lives by keeping us informed about the latest products, developments and the best prices. Advertisements serve a useful purpose. Thank you.
DEBATE/SPEECH

DEBATE
The purpose of making a debate/speech is to convey information orally to a large gathering of people strongly and convincingly.

FORMAT Includes the topic (For/Against) SALUTATION, greeting the chief guest and fellowspeakers or listeners.
- Begin with "Honourable Chairperson, judges, teachers and my dear friends, I stand before you to express my views for/against the motion on the topic…….

CONTENT: Express your views about the topic.
- Compare, contrast and sum up highlighting your viewpoint.
- Use LANGUAGE that is persuasive and powerful using the expressions like-I vehemently disapprove of, I strongly feel, in my opinion, may I ask….etc.

SPEECH: must reflect CLARITY of thought, accuracy of facts and balanced view.
At the end write "THANK YOU".
Follow the word limit.

Solved example (DEBATE):
BRAIN DRAIN IS NOT ABANE FOR DEVELOPING COUNTY LIKE INDIA(AGAINST)
Honorable Judges, my worthy opponents and dear students,
Today I, Abha of class XII, will speak against the motion, "Brain drain is not bane for a developing country like India."
I would like to draw the attention of my worthy opponents to the fact that India is a developing nation and a lot of money is spent on the education and paid as subsidies to the students of Engineering and Medical but it is ironical that these students after completion of their studies instead of serving their Motherland go away to foreign countries to earn more money. This is indeed a great national loss because the expense incurred on their education comes from the taxes submitted by the common people. The present statistical data reveals the fact the number of students leaving the country and going abroad has nearly doubled. I'm sure and confident that my honorable opponents will do some souls searching!
Those in favour of the motion have highlighted the view that brain drain has brought prestige to the Nation, I strongly disagree, in my opinion brain drain is a great loss of talent of our Nation. Had these talented Engineers Doctors stayed behind the people of our Motherland would have benefitted immensely, the day would not be far when she would once again be called the "Golden Bird".
The drifting away of the intelligent people has left our country poor and benefitted another country. To conclude I would once again firmly say that Brain drain is a bane for a developing country like India.

**SAMPLE DEBATE**

Homework should be abolished from the School Curriculum. It is an unnecessary burden. Rather than becoming a challenging activity which is supposed to refine the skills and concepts learnt in school, it is becoming more of a stressful activity not only for the children but also for the parents. Do you agree or disagree?

Ans.

Respected chairperson, honourable judges, and my dear friends, I stand here today to speak for the motion, homework should be abolished. At the very outset I'd like to raise this question—Why should homework be given to the students? In my opinion, homework is an unnecessary burden on a young child and in fact impairs his growth forever. A child remains at school for long hours and if his learning process is extended with the addition of homework, it adds a burden that is difficult to bear. Learning with homework is, therefore, a continuous torture for the children. Also, children have many subjects at school and if the homework is counted in terms of time, it does leave children with hardly any time for games, rest and recreation. In fact, it does not free them even in their sleep. It is because they are not free from the fear and worry of homework that is yet to be done. Not doing the homework also motivates the children to be absent from school. If homework is abolished, there will be more time to read other useful material. It will increase their appetite to learn more. It would also increase their inquisitive and rational powers. This is of great importance in making them useful and responsible citizens. My final argument against homework is that it is of limited value. By this I mean that the type of homework most often set is overwhelmingly dull and mechanical, and seems to be set purely out of tradition, so as to keep students busy out of school. I, therefore whole-heartedly support that homework should be abolished at the earliest.

Thank you.

**SOLVED EXAMPLE-SPEECH:**

Q1. Write a speech in 150-200 words on the topic, "Discipline shapes the future of a student." It is to be delivered in the morning assembly. You are Karuna/Karan.
Respected Principal, teachers, and dear friends,

Today I, Karuna, am here to express my views on, "Discipline shapes the future of a student."

We are all aware of the fact that Discipline is the key to success. Discipline should be inculcated early in life. If we are disciplined in life we inculcate a sense of duty and obedience. Let me give you an example to prove my point, every day we are assigned homework by our teachers, if we are disciplined we complete the work within the stipulated time we get the appreciation of our teachers and also do well in the examinations.

Discipline is essential in all walks of life. Right from the working of the Government of the country to the ordinary farmer who tills his field all follow discipline. It is the bedrock of character. Absence of it leads to chaos and confusion. Imagine a day on the road when people do not follow the traffic rules. Can you imagine the utter chaos it will lead to! So Discipline is essential in running the society smoothly.

A person can reach the pinnacles of glory by following discipline. It acts as a restraint and at the same time builds self-confidence. Moreover it balances the personality of a person and inculcates good work ethics.

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**Speech - Rising Prices**
Good morning to all of you. Today I am here to express my views on "Price Rise a constant problem."

**Suggested value points**

Para-1
- Start with rising price index in India
- World wide phenomena with hike in petrol price, natural gas etc.

Para-II
- Write problems related to the low income group people, salaried people, pensioners, labour class etc.

Causes
- Increase in population
- more demand less production (Supply)
- hoarding, false short supply
- black marketing
- rise and fall of equity shares in stock exchanges
- defective planning and distribution system
- Corruption by bureaucrats
- Increase in standard of living
- M.N.C. groups- high pay scale

Any other valid point

Para-III
- Suggestions- strict prohibition by government to increase the fair prices
- Strict action against corrupt officials
- awareness of general public
- use of Right To Information, develop public distribution system
- any other relevant point

PRACTICE QUESTIONS:
Q1. "Brain drain is not bane for a developing country like India." Write a debate in 150-200 words either for or against the motion.

Q2. You are Shobha/ Suresh of Springsdale Senior Secondary School, Green Park, Delhi. You have been chosen to participate in a debate on "Women's Safety in Contemporary Time". It is an Inter-state debate contest arranged in an auditorium. You have to write the debate in 150-200 words.

Q3. In a debate competition mention your views in favour or against the topic "Can you change your personality?" (Word limit - 150-200 words).

Q4. You are Mahindra/Madhumati of Delhi Public School, Gomtinagar, Lucknow. Your school has hosted a debate competition on "Increasing incidents of ill-treatment meted out to the aged in metro cities." (Word limit 150-200 Words)

Q5. An inter-school debate is arranged on the topic Globalisation its positive and negative impacts. You are Harsh/Harshita of St. Xavier's School, Bangalore. You
are selected to participate in the said contest. Write a debate on the same. (Word limit-150-200 words.)

**Report Writing**

A report can be a brief note or a complete detailed information about an event that has taken place in the past.

**Types of Reports**

- For News Paper
- For Magazine

**POINTS to Remember**

- Be brief and to the point.
- Report an event in the order in which things happen.
- Should be always written in Past Tense (Magazine) and a mixture of tenses (for News Paper).

**Format for Magazine**

Heading .

by

Content Split into 3-4 paragraph.

1st Para :- What/Where/When/for Whom, who is invited.

2nd Para :- Sequence of the event to be described.

3rd Para : - Quote excerpts from Chief Guests Speech and Conclusion.

**Format for news paper**

HEADLINE

BY ________________

Date : ______________________

Place : _____________________

1st Para :- Expansion of the headline.

2nd Para :- Detailed description of the event/ happening.

3rd Para : - Remarks of the witness/people present at the event.

4th Para : - Action taken so far/will be taken
HEADLINE OR TITLE : Catchy and brief

BYLINE : A Sub Headline/ Name, rank, position etc. of the person writing the report (it can also come at the end.)

OPENING PARAGRAPH : A brief mention of what happened. where and how and the most prominent consequence/effect along with the clay, date and time when it took place.

DETAILS : Paragraph 2 & 3; give details of the event being reported. Eye witness account (along with some quotes) are also included. In case of accidents, loss of life and property is listed, cause of the accident is concluded, police action and rescue operation, damage control exercise are detailed. Compensation and help announced by government is mentioned.

CONCLUSION : A remark as to how the event had an impact on people

Headline
(by Sudhir/ Sudha, TOI correspondent / staff reporter)

New Delhi, 5 March
Questions : -
Scholastic India Ltd. organised a one day workshop on creative writing in your school to promote writing skills. As the Literary captain of your school, write a report to be published in the school magazine. You are Rohit/Radha.

Sample of a report for the School Magazine

Creative Writing Workshop

By Radha

Scholastic India Ltd. conducted a one day workshop in KV.......... as part of their campaign to promote writing on 20th September'16 in the school library for the student of class XI-XII.

The Team of scholastic India Ltd. was given an introductory welcome by the school coordinator Ms J Sharma. Mr. Rahul and Ms Deepshikha of the team took over the mike. They took the students through the mechanics of writing and how the use of figurative language can improve their writing. The students were grouped into a team of 5 each and were given some clues and were asked to write a story in the stipulated time. The teams were expected to present their stories one by one. It was an interesting session as how same clues in different hands can result into different stories.

The next session was mainly for budding poets. Mr Rima Roy, the famous poetess to the next session. She highlighted the finer details of writing poetry. The students were then asked to compose a poem on the given topics. Ronit of XII a got lot of appreciation for his poem. The stories and poems were all put on the library board for others to read.

The workshop came to an end with the Principal Sir’s address. He expressed the need for good writing ability to communicate effectively in writing. The Head boy proposed a vote of thanks for the organizers.

1. You are Rahul/ Rashmi, a staff reporter of The Hindustan flows. You have been asked to cover the incident of a daylight robbery when the inmates were watching television in their house. Write a report in 150-200 words.

Ans. A BROAD DAY LIGHT ROBBERY

[By Rahul, Staff Reporter, HT]

New Delhi, 10 Feb., 20XX
Three unidentified armed youths robbed a businessman's house in Sundar Nagar, yesterday at about 2 p.m. when the family was watching television in their drawing room. It was learnt that they entered from the back door in the street, cut off the telephone wires and bolted the doors of the drawing room from outside. Then they entered the bed rooms, broke the locks of chests, safes and almirahs and carried away cash and jewellery. The maid servant, who was cleaning the kitchen, noticed stranger moving about suspiciously. As she opened her mouth to shout, one of the robbers hit her on the temple with the butt of his revolver. She fell down unconscious. In the meanwhile, the robbers drove away in the Ford Ikon car of the businessman. The maid servant is the only eyewitness in this case of broad day light robbery. The police is investigating the case.

2. You are Punect/Nalini, a correspondent of The Pioneer. While passing near Lucknow University, you saw a violent demonstration of the students. Write a report in 150-200 words for your newspaper.

Ans.

STUDENTS PROTEST AGAINST FEE-HIHE

[Puneet, Staff Correspondent, The Pioneer]

Lucknow: 15 September, 20XX

It was a unique event in the history of the Lucknow University when angry, slogan- shouting students proceeded to the Vice-Chancellor's office from all sides. Apprehending trouble and breach of peace, the authorities had sought police protection. The whole area looked like a fort guarded by garrison. While the youth raised slogans and waved placards, the police resisted their attempts to break the cordon and rush into the Senate hall, where a meeting of the Executive Council was going on. The shouts of "revoke the enhanced fee", reverberated in the air. Ultimately, the Registrar came out and asked the agitated students to submit their race in writing. The students felt pacified as he assumed them that the E.C. will consider their demands. The students presented a charter of demands, dropped their demonstration and went back to their classes.

Questions : -
1. Your School organised Van Mahotsav Day recently. Write a report to be published in the School Magazine in 180-200 words. You are Suman of Class XII, Delhi Public School, Agra.

2. You are Amit of Class XII, Birla Vidya Mandir, the publication captain. Your School was the venue of National Level Social Science Exhibition. Write a report for the School Magazine.

3. You are Kavita, a reporter with the Times of India, You were asked to cover the health mela organised by "Ayush Ministry", at Jawahar Lal Nehru Stadium, Delhi submit your report for the publication.

4. A massive fire due to Shortcircuit gutted. 50 odd shops in the congested area of Sadar Bazar, Jaipur leading to loss of life and property. As a reporter with The Hindu write a report for the newspaper.

Factual description is a description of a place, person, process or an object. Such a writing task is essentially sequential and directional. It is important to use a variety of sentence structures and vocabulary to avoid monotony of the description.

The different types of description are:

<table>
<thead>
<tr>
<th>Description of a place</th>
<th>Description of person</th>
<th>Description of an object</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name, location, shape, colour, design, material, etc.—atmosphere, type—building, park etc., sights, sounds, purpose, use, history; importance, summing up/comparison with the earlier visit, any other relevant points.</td>
<td>Name, relationship with the writer (if any), features, special traits, any other relevant point.</td>
<td>Name, structure, shape, make, model/year of manufacture, colour, dimension, capacity, operational details. If it’s a gadget, functions (if any), price, availability, material, its use, any other relevant point.</td>
</tr>
</tbody>
</table>

**A visit/journeys**

| Date, occasion, stations/places involved, number of people, places visited, description of the place/atmosphere, interaction with others, interesting incident/problems faced, whether liked or not, travel details, general comments/conclusion. | Name/title, steps involved logically and systematically, Tense (usually present passive), objective language, observed, facts and conclusion. |  |

**Description of Process**

| Name/title, steps involved logically and systematically, Tense (usually present passive), objective language, observed, facts and conclusion. |  |  |
Points to Remember

■ Collect details of description and write them logically in a paragraph.

■ Provide a suitable title.

■ Keep description directional—start from internal to external or vice-versa orderly and graphically.

■ Use appropriate connectors while describing a process. Use words like first and second, next, following that, then etc.

A Visit/Journey

A Visit to Ooty

Vacations are fun, especially when a trip to a hill station is a part of it. This time my family and I visited Ooty. It is one of the most beautiful hill stations and so we finally decided we would make it to Ooty. As soon as our vacation started, my dad booked the tickets and after a week, we were all ready to start on our travel to Ooty. We packed our bags and got ready for a whole one week trip. It was pretty cold; though Ooty generally has a great climate throughout the year. In winters, it is extremely cold, but otherwise it is pleasant. We enjoyed our walk through the Botanical gardens and the cycle ride by the lake. There were a lot of twists and turns and when we reached the upper hills, it was surrounded by dense woods and mist. The picturesque mountain slopes are just a treat to the eyes. With the cool climate and wonderful breeze, it is a great place to be. The snow covered mountains and the beautiful flowers, all together made it in fact a mind blowing experience. We stayed in our hotel for two more days and enjoyed the resplendent locations. There were many places to be seen and we walked around revelling in the beauty of nature to the core. The trip was a feast for the eyes and a rejuvenating trip for the soul. It was almost time for us to leave for we had to start our return travel. We enjoyed the trip to the hilt and the memories of the trip would always remain fresh in our minds. It was in fact a peaceful break for all.


**Description of a Person**

*My Grandmother*

Everyone has an ideal in their life, someone whom they really admire. For me it was my grandmother. Unlike the current generation, my grandmother and I were good friends. My parents left me with her when they went to their workplace and we were constantly together. I always remember her as being old and wrinkled, at least since the time I remember. She had always been short and slim; a black beauty. Her face was a criss-cross of wrinkles running from everywhere to everywhere. She would always be in spotless white with her silver hair tied neatly in a bun; one of those people whose laughter spread to the eyes. She hobbled about the house helping my mom and was constantly doing something or the other. Though she was 80, she refused to rest saying that resting for long would weaken her body. Yes that is how my grandmother was, different from the others. She is someone who inspired me when I was a child, and who inspires me even now when I am older; though today she is there only in my memories.