

# Creative Writing Skills

## Short Writing Tasks

### Notice Writing

A notice is a written piece of information or news announcement to be given to a particular group. Since, it is purely a formal piece of information, its language, tone and style should also be formal and to the point.

#### ► Points to Remember

- Follow the prescribed format
- Only passive voice should be used as far as possible
- Use short and simple sentences
- Do not address anyone

#### ► Format

- Name of the issuing authority in one line
- 'NOTICE' right below the name of the issuing authority
- Date
- Heading or subject of information
- Mention three W's (What, When and Where) without using 'I' (first person)
- Signature
- Full name/designation
- Write within a square box and adhere to the given word-limit.

Name of the Institution/Office/Organisation, Place <b>NOTICE</b> Date: Suitable Heading ..... .....(Body of the Notice)..... ..... Signature Name (issuing authority) Designation
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#### Sample 1

You are Vrinda Tripathi, President of 'Literary Club'. Draft a notice for your school notice board giving necessary details and inviting students for a 'Literature Quiz' to be held in your school auditorium.

<b>Sunrise Public School, Karnal</b> <b>NOTICE</b>  <u>4 July 20XX</u>  <b>Literature Quiz</b>  The 'Literary club' is going to organise a 'Literature Quiz' in the school auditorium on Wednesday, 15 July 20XX. Students of Class IX onwards can participate. Those interested in participating may give their names by 10 July to the undersigned. Vrinda (Vrinda Tripathi) President, Literary Club
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## Sample 2

Your school is organising a cultural evening to collect funds for the slum children. Draft a notice about it to be displayed on your school notice board.

Karan Public School, Meerut

### NOTICE

5 August 20XX

#### Funds Collection for the Slum Children

A cultural evening is being organised by our school on 26 August 20XX at 5 pm in the school auditorium to collect funds for the slum children. Honourable Education Minister has consented to be the Chief Guest. Students are requested to participate wholeheartedly to make the programme a great success.

Anant  
Head Boy



## Practice Exercise

1. Bali High Public School has recently created *CureGreen*, a dedicated area for local medicinal herbs and shrubs, adjacent to the flower garden, on campus. As Rachel Tiwari, Captain of the Eco-Club, draft a notice for the school notice board, informing students of classes XI-XII, about a guided walk through *CureGreen*, post assembly, on Friday, 10 July. Invite care-giver applications, for *CureGreen*. (CBSE SQP 2023-24)

Ans.

Bali High Public School

### NOTICE

1 July 20XX

#### A Guided Walk

All the students of classes XI and XII are hereby informed that a dedicated area CureGreen, for local medicinal herbs and shrubs, has been created in the campus, adjacent to the flower garden. The students have to go for a guided walk through CureGreen, post assembly, on Friday, 10 July.

Students can also volunteer their names as care-givers by submitting their applications to the members of the Eco-club.

For more details you may contact the undersigned.

Sd/-

Rachel

(RACHEL TIWARI)

Captain, Eco-club

2. You are the Secretary of the Neighbourhood Watch Scheme, Jastinapur, Sector D-3 Society. Draft a notice for the Society notice board, informing residents about the change of personnel, Head Security, Gate 2 and share necessary details. Also, include the news of installation of the much awaited security camera, on the Eastern periphery of the Society. (CBSE SQP 2023-24)

Ans.

Neighbourhood Watch Scheme, Jastinapur

### NOTICE

30 May 20XX

#### Change of Security Personnel

All the members of the D-3 society are hereby informed about the change of security personnel.

The Head Security of Gate 2 will be taken over by Eagle Eye Security Services. Mr Nakul Singh has been appointed as the new incharge of the same from 1 June 20XX.

Also, the much awaited security cameras are being installed on the eastern periphery of the society. For more details you may contact the undersigned.

Sd/-

T. Saxena

(TARUN SAXENA)

Secretary, D-3 Society

3. You are Vijay/Veena, Head Boy/Girl of Minerva Public School, Bhopal. Your school is planning to organise a Career Counselling Workshop for the students of classes 9-12. Draft a notice informing students about the workshop mentioning day, date, time and venue. (CBSE 2023)

Ans.

Minerva Public School, Bhopal

### NOTICE

20 February 20XX

#### Career Counselling Workshop

All the students of classes IX to XII are informed that a career counselling workshop is going to be organised in the school auditorium on Tuesday, 28 February 20XX. The timings will be 9 am to 12 pm. The workshop will emphasise the importance of various streams in prospect to different career paths available. The workshop will be headed by career counsellor, Mr Avinash Chaturvedi.

For more details contact the undersigned.

Sd/-

Veena

(VEENA)

Head Girl

4. The Literary Society of Glory Public School is setting up a Creative Writing Club to encourage and develop the habit of creative writing. Draft a notice for the school notice board, inviting students from classes VI-X to join the Writer's Society. The members would be expected to stay back after school for 2 hours once a week. Mention day, date, time and venue. You are Ragini/Rakesh, President of the Society. (CBSE 2023)

(CBSE 2023)





Ans. **Glory Public School**  
**NOTICE**  
5 July 20XX  
**Creative Writing Club**  
The Literary Society of the school is setting up a Creative Writing Club for students from classes VI to X. The purpose is to encourage and develop the habit of creative writing. The camp starts from 15 July 20XX. The members would be expected to stay back after school for two hours, i.e. 2 pm to 4 pm, on every Friday. The activity will be held in the school assembly hall.  
For joining the Writer's Society, interested students may contact the undersigned.

Sd/-  
Rakesh  
(RAKESH)  
President (The Literary Society)

5. Draft a notice, urging students of classes IX and XI to be volunteer teachers for a three-week literacy camp to be held in your school from Monday 15th May to Friday 2nd June as part of the community service internship. Children from the neighbourhood slums would be taught basic reading, writing, listening, speaking, and numerical skills. Mention the timings and the venue of the camp. You are Rita/Kailash Teacher-in-charge of community service. (CBSE 2023)

Ans. **ABC School**  
**NOTICE**  
1 May 20XX  
**Literacy Camp**  
The school is going to organise a literacy camp for three weeks at the school campus from 15 May to 2 June between 10 am and 1 pm. The camp is being organised as a part of the community service internship. The camp is aimed at teaching the children, from the neighbourhood slums, the basic reading, writing, listening, speaking, and numerical skills. Students of classes IX and XI are welcome to be volunteer teachers for the camp.  
Interested students may contact the undersigned.

Sd/-  
Kailash  
(KAILASH)  
Teacher-in-charge (Community Service)

6. Imagine yourself to be a member of a Blood Bank Society. You have been asked by the president of the society to organise a blood donation camp. Prepare a notice urging the people to come in large numbers for this noble cause. Mention the relevant details of the camp.

Ans. **Red Cross Society, Agra**  
**NOTICE**  
13 March 20XX  
**Blood Donation Camp**  
All are informed that a blood donation camp is being organised by the Red Cross Society of your city as per details given ahead:

Date: 20 March 20XX  
Time: 10 am – 3 pm  
Venue: Community Centre Raja ki Mandi  
Your donated blood can save many lives. For this noble cause, come one, come all!  
For more details you may contact the undersigned.

Sd/-  
NAVEEN Gupta  
(NAVEEN GUPTA)  
Member  
Red Cross Society

7. You are Rachael/Rueben, President of the Wellness Cell of your school. You decide to organise a workshop, to raise awareness of the importance of mental health. This workshop would be conducted by the school counsellor. Write a notice informing the students of classes XI and XII about the workshop.

(CBSE SQP 2020)

Ans. **Kendriya Vidyalaya ONGC, Dehradun**  
**NOTICE**  
10 October 20XX  
**Workshop on Importance of Mental Health**  
All the students of classes XI and XII are informed that a workshop to raise awareness of the importance of mental health of the young minds is going to be organised in the school auditorium from 15 October 20XX to 17 October 20XX. The timings will be 9 am to 2 pm in the school premises. Mrs Radhika Chaturvedi, the School Counsellor will conduct the workshop.  
This is compulsory for all with no fee.  
For more details contact the undersigned.

Sd/-  
Rachael  
(RACHAEL)  
President  
(Wellness Cell)

8. Your school is going to organise a debate competition. Write a notice to be displayed on the school notice board, inviting students to participate in it. Give all the necessary details. You are Anil/Anita, Secretary, Netaji Public School, Sonipat (Haryana).

Ans. **Netaji Public School, Sonipat (Haryana)**  
**NOTICE**  
15 January 20XX  
**Debate Competition**  
All are informed that the Arts Club is going to organise a debate competition in the assembly ground during the seventh and eighth periods on 25 January, 20XX. The competition will be held in two categories. The first category will include participants from classes 6-8 and the second category from classes 9-12. The theme will be 'Patriotism' for both the categories. Those who are interested in participating may give



their names to their respective class teachers by 20 January 20XX at the latest.

Sd/-  
Anil  
(ANIL)  
(Secretary, Arts Club)

9. You are Dhruv/Nidhi, Student Editor of your school magazine, 'The Buds'. Write a notice to be placed on your school notice board, inviting short stories, articles, poems, etc. from students of all classes for the school magazine. Give all the necessary details.

(CBSE 2020)

Ans.

Kendriya Vidyalaya Punjab Lines, Meerut

NOTICE

27 February 20XX

Entries for Magazine

All the students are hereby informed that the school magazine 'The Buds' is in the making. Short stories, articles, poems, etc., are invited from the students of all classes. Your entries must reach the undersigned by 10 March 20XX. Your piece of writing must be written on A4 paper sheet in legible handwriting.

Sd/-  
Dhruv  
(DHRUV)  
Student Editor

10. An International Book Fair is being held at Pragati Maidan, New Delhi from 7 to 14 February 20XX. As Librarian, Goodwill Public School, Maurice Nagar, Delhi, write a notice informing the students about the fair. Give all other necessary details. (CBSE 2020)

Ans.

Goodwill Public School, Maurice Nagar (Delhi)

NOTICE

5 February 20XX

International Book Fair

All the students are hereby informed that an International Book Fair is being held at Pragati Maidan, New Delhi from 7 to 14 February 20XX.

The timings will be from 10 am to 9 pm. The students are suggested to visit the fair at least once. It is a good opportunity to choose good books from a wide collection of books. You can suggest books on various subjects for the library collection.

Sd/-  
Nakul Singh  
(NAKUL SINGH)  
Librarian

11. Your club is going to organise an interclass singing competition. Write a notice inviting names of the students who want to participate in it. Give all the necessary details. You are Navtej/Navita, Secretary, Music Club, Akash Public School, Agra. (CBSE 2015)

Ans.

Akash Public School, Agra

NOTICE

22 October 20XX

Singing Competition

The 'Music Club' is going to organise an interclass singing competition in the school auditorium on Friday, 4 November 20XX.

Students of class VIII onwards can participate. Those interested in participating may give their names by 28 October to the undersigned.

Sd/-  
Navtej  
(NAVTEJ)  
Secretary, Music Club

12. Arts Club of your school is going to organise a drawing and painting competition. Write a notice to be displayed on the school notice board inviting students to participate in it. Give all the necessary details. You are Rishabh/Ridhima, Secretary, Arts Club, Sunrise Public School, Gurugram, (Haryana).

Ans.

Sunrise Public School, Gurugram (Haryana)

NOTICE

8 November 20XX

Drawing and Painting Competition

All are informed that the 'Arts Club' is going to organise a drawing and painting competition in the activity room during the 7th and 8th periods on 18 November 20XX. The competition will be held in two categories. The first category will include participants from classes 6-8 and the second category from classes 9-12. The theme will be 'Save Water' for both the categories. The material will be provided by the school. Those students are interested in participating may give their names to their respective class teachers by 13 November, 20XX at the latest.

Sd/-  
Ridhima  
(RIDHIMA)  
(Secretary, Arts Club)



## Chapter Test

- Q1. Water supply will be suspended for eight hours (10 am to 6 pm) on March 6 for cleaning the water tank. Write a brief notice advising the residents to store water for a day. You are Karan/Karuna Bajaj, Secretary, Janata Group Housing Society, Kurnool.

- Q2. Yesterday, during lunch break you misplaced your notes on chemistry lecture. You want to get them back. Write a notice for the school notice board. You are Vimal/Vimla of class XII A.



- Q 3. The Principal, Sunshine Public School, Dindigul has invited the Inspector of Police (Traffic) to deliver a lecture on 'Road Safety' in her school. Draft a notice informing the students to assemble in the school auditorium.
- Q 4. You are Health Secretary, Students council, Citizens Public School, Ram Bagh, Varanasi. The council has decided to start from the second of October, a week-long cleanliness drive around the school. Draft

a notice asking the class XII students to enroll for the drive.

- Q 5. After the rains, cases of dengue, chikungunya, etc., are on the rise in your city. As Principal, Subhash Public School, Mayur Vihar, you have decided to allow your students to wear full sleeve shirts and trousers in the school for a period of one month. Draft a notice for the same.

## Invitation

Man is a social animal and invitations to friends, relatives, officers, clients and members of public organisations form a part of the social etiquette. Invitations can be written in two forms: **Formal** and **Informal** as per the suitability of the person(s) being invited.

Replying an invitation is also a gesture of courtesy, though people rarely attach any importance to the reply of the invitation. But a reply to an invitation is a must for two reasons: One; the host feels good if the invitee sends a word of appreciation to him/her for the invitation. Secondly; by letting the host know whether you will attend the event or not, helps him/her make the arrangements accordingly. The replies to the invitations are also written in 'Formal' and 'Informal' forms.

The *formal* invitations, as the term suggests, are formal, courteous in tone while the *informal ones take the shape of personal letters*. But in both the types of invitations we mention the occasion, date, time and venue.

### ► Points to Remember while Writing Formal Invitations

- Formal invitations are written in the third person (e.g. Mrs and Mr Vineet Chaddha request the pleasure of .....)
- No short forms or abbreviated words are to be used for, titles, dates, days, etc.
- Write the content in the centre setting. (In case of an invitation card)
- Details like RSVP, address, or any other information should be written on the left.
- Don't follow any punctuation mark like full stop (.) at the end of the line.

### ► Format of Writing Formal Invitation

- Name/Names of the host/hosts
- Name/Names of the guest/guests (In case of a formal letter of invitation)
- Name of the event/function
- The venue of the function
- The date and time of the function
- Any other important detail, if required, like: dress code, number of guests allowed, etc.
- While writing a formal invitation card, don't use any punctuation mark like full stop (.) at the end of the line.

### A. Format of a Formal Letter of Invitation (For an individual)

Address of the Sender:

.....

.....

Date: .....

Name and address of the receiver:

.....

.....

Subject: .....

Sir/Madam,

.....

.....(Body of the Invitation).....

.....

Yours truly/faithfully,

Name of the sender/XYZ

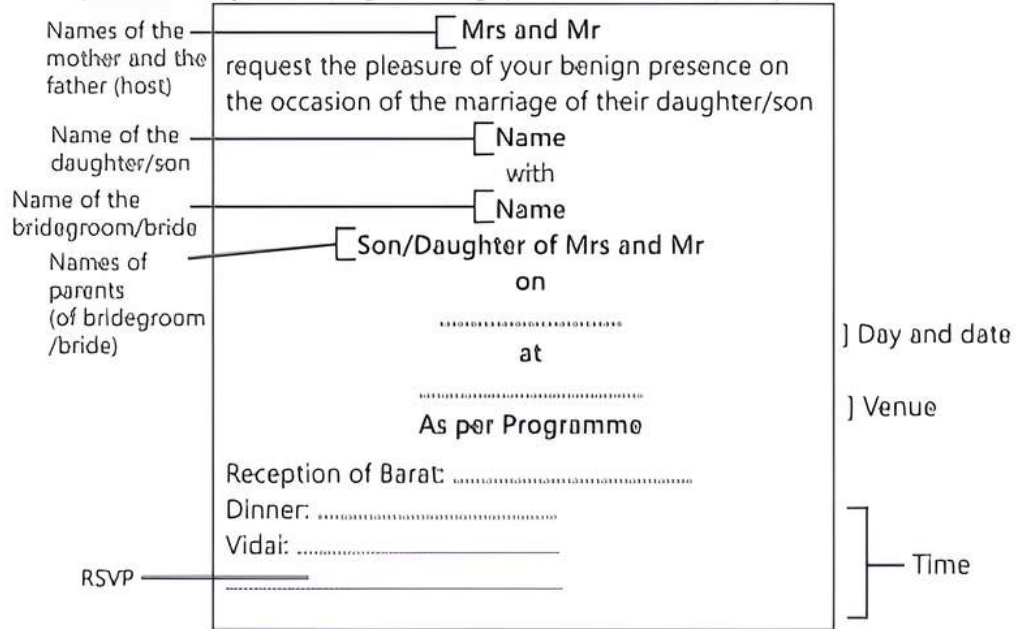
.....

] Event/occasion

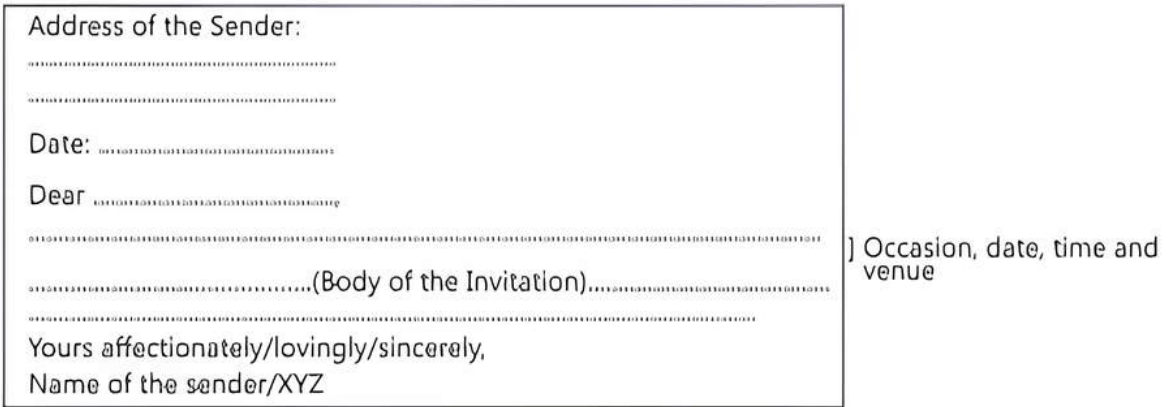
] Date, time and venue



**B. Format of an Invitation Card (For a lot of persons, e.g. marriage, annual function, etc.)**

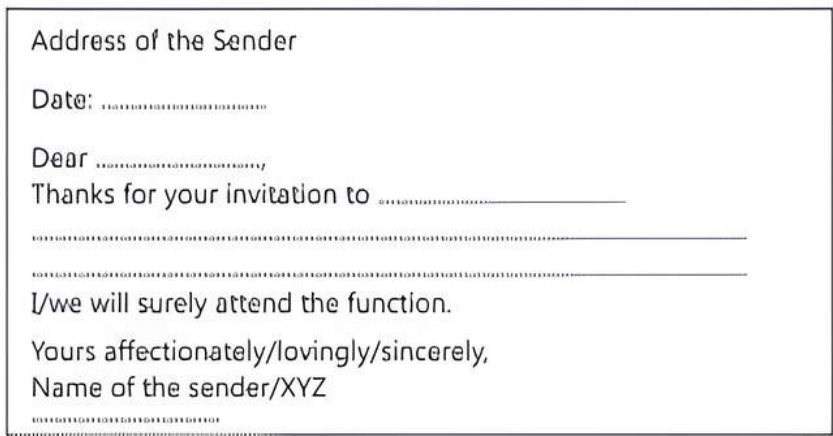


**C. Format of an Informal Invitation**



**Format of Reply to Invitation (Informal)**

**A. For Acceptance:**



**B. For Refusal:**





**Sample 1**  
**Formal Invitation (Letter)**

Your school is planning to organise a talk on 'The Importance of Promoting Art Education' at all levels. You plan to invite the Director, Delhi School of Art, as the keynote speaker. As CCA Coordinator of Vidya Mandir Vidyalaya, draft a formal invitation for the same, giving all the necessary details.

Vidya Mandir Vidyalaya  
Hapur

15 January 20XX

The Director  
Delhi School of Art

**Subject:** Invitation as the Keynote Speaker

Sir,

Vidya Mandir Vidyalaya is going to organise a talk programme in the school to promote Art Education at all levels.

In the capacity of a CCA Coordinator, I request you to be the keynote speaker on the given topic.

The programme is scheduled on 20 January 20XX, from 10 am to 1 pm looking forward to your gracious presence on the occasion.

Yours truly,

Vidur Pandey

CCA Coordinator

**Sample 2**  
**Formal Invitation (Card)**

The Principal, Staff and Students  
of  
Kendriya Vidyalaya, Hindon  
request the pleasure of your company  
on  
the auspicious occasion  
of

**The Annual Prize Distribution Function  
of The School**

at  
11 am on November 6, 20XX

Shri K.L. Kulkarni, IAS

The honourable Indian Ambassador to UAE has  
consented to be the Chief Guest

Mrs Kulkarni will give away the prizes to the students.

RSVP

Principal

Kendriya Vidyalaya, Hindon

**Sample 3**  
**Informal Invitation**

Dear Radha,

You will be glad to know that Chintu has succeeded in cracking his preliminary examination for IAS Competition. It is a great reason for party, isn't it? So book the evening on 11 August for dinner party preceded by music and dance. Don't forget to bring your husband and the little Babloo. Remember 11 August, 7.30 pm

Hotel Harmony Inn, Garh Road

No excuse! See you!

Yours,  
Sheena

**Sample 4**  
**Accepting an Invitation**  
**Formal**

Mr Shanu feels pleased to accept the kind invitation of Mrs and Mr P.K. Mittal to the marriage of their daughter Gunjan on 20 October 20XX, at 9.00 pm.

**Informal**

Dear Pawan,

Thanks for your invitation to the marriage of your daughter Gunjan. Has she grown so big? I can't believe. I'll surely be there to bless her on 20 October 20XX.

Yours affectionately,  
Anup Sharma

**Sample 5**  
**Declining an Invitation**  
**Formal**

Mr Ankur Gupta thanks Mrs and Mr Amar Sirohi for their kind invitation to the wedding of their daughter Shraddha on 15 December 20XX. But regrets his inability to attend it due to certain prior engagement. However, he sends his warm wishes to the couple for a happy married life.

**Informal**

Dear Amar,

It is a great pleasure to hear about the wedding of Shraddha which is going to be held on 15 December 20XX. I had been waiting for this day for a long time. But dear, I'm deeply sorry that I won't be able to attend the same as I've to join my job in a new company on the same date. I will be missing all the fun. I wish Shraddha a very happy married life.

Yours loving friend,

Ankur





## Practice Exercise

1. You are the Student Head, Cultural Affairs, at M.K. Sr. Sec. School. Your school is organising a 2-day Yoga camp over the weekend, for parents of the school students. Create an invitation, inviting the school parents for this Yoga camp. Share information about the camp organisers and include other necessary details. (CBSE SQP 2023-24)

Ans.

The Principal, Staff and Students  
of  
M.K. Senior Secondary School  
cordially invite the parents to a  
Two-day Yoga Camp  
on  
Saturday, 20 May and Sunday, 21 May 20XX  
at  
the School Ground  
Yoga Guru Swami Nikunj has consented  
to be the Special Guest

RSVP  
Student Head  
Cultural Affairs

2. Smt. Leelavati Khatri, your grandmother, has received an invitation from her childhood friend, residing at a distance in the same city. The invite is for the blessing ceremony and celebratory dinner, marking the birth of her granddaughter. Your grandmother wishes to attend the event but would need to be accompanied by a family member to assist her with her wheelchair. Create an appropriate reply, accepting this invitation, on behalf of your grandmother. (CBSE SQP 2023-24)

Ans. 26. Pandav Nagar

Meerut-250XXX

6 June 20XX

Dear Savitri,

Thanks a lot for your invitation to the blessing ceremony and celebratory dinner marking the birth of your granddaughter. Your family is blessed to have an angel in the family. I am very happy and much willing to join the ceremony but would need to be accompanied by my grandson to assist me with my

wheelchair. So, I and Saksham will be there to enjoy the event.

See you soon.

Yours affectionately,

Leelavati Khatri

3. You are Sarla Dutta, proprietor of Child's Planet, a showroom of children's educational toys. Draft a formal printed invitation to be sent to your patrons, friends and relatives inviting them to the opening of the new showroom. Give details such as day, date, time and venue. (CBSE 2023)

Ans.

Child's Planet  
Announces the opening of a  
New Showroom  
of children's educational toys  
in  
Infinity Mall, ABC City  
on  
Sunday, 6 August 20XX  
at 11 am  
All are cordially invited

RSVP  
Sarla Dutta  
Proprietor

4. You have received an invitation to attend the prize giving ceremony for the Inter-School Science Exhibit Competition. Write a formal letter to the Principal of Rose Public School, Shimla informing him/her about your inability to attend the ceremony. You are Dr Suri. Mention day, date, time and venue. (CBSE 2023)

Ans. 7. Green Park

XYZ City

12 October 20XX

The Principal

Rose Public School

Shimla

**Subject:** Inability to Attend the Prize Giving Ceremony

Sir,

Thank you for your kind invitation to attend the prize giving ceremony for the Inter-School Science Exhibit



Competition in the school auditorium at 10 am on Saturday, 22 October 20XX. I regret my inability to attend the ceremony due to some prior commitments. I wish the best of luck to the entire school team for the ceremony.

Yours faithfully,  
Dr Suri

5. You are Manoj/Meena. You have received an invitation from your friend Vijay to a party to celebrate his admission in a prestigious Management Institute. Write an informal letter accepting the invitation. Mention day, date, time and venue. (CBSE 2023)

Ans. 21, Vivek Vihar

Agra  
12 July 20XX  
Dear Vijay,

It is a great pleasure to receive the invitation to attend your admission celebration party at your residence on Sunday, 20 July 20XX. I am very happy to hear that you have got admission in such a prestigious Management Institute. It is a wonderful occasion and I will be there by 5 pm as per the invitation.  
See you!

Yours lovingly,  
Manoj

6. Send a formal letter of invitation to Dr Mala Mehra, noted novelist and educationist, to speak on 'The Importance of Books'. You are Lena/Sanjay, Secretary Literary Club, S.S. Public School. Mention day, date, time and venue. (CBSE 2023)

Ans. S.S. Public School

ABC City  
4 November 20XX

Dr Mala Mehra

XYZ City

**Subject:** Invitation as speaker

Madam,

The Literary Club of our school is going to organise a programme in the school to promote the importance of books. On behalf of our school, I would like to extend a cordial invitation to you to speak on the topic 'The Importance of Books'. The programme is scheduled at the school auditorium on Friday, 18 November 20XX, from 10 am to 2 pm. It would be

our privilege to hear a noted novelist and educationist. Looking forward to your gracious presence on the occasion.

Yours faithfully,  
Sanjay  
Secretary (Literary Club)

7. You are A.K. Sirohi, an eminent educationist. You have been invited to preside over an inter-regional Debate Competition by Sudheera, the President of English Literary Club of St. Lukes Convent School, Kankerhera Meerut. Write an informal reply accepting the invitation.

Ans. 35, Kavi Nagar

Ghaziabad  
2 July 20XX

Dear Madam,

Thanks for your kind invitation to preside over an inter-regional debate competition to be organised by your club on 15 July 20XX. I will definitely be there in the midst of young students and listen to fine oratory. I will reach Meerut on my own, that morning. You may kindly send your representatives to pick me up from the railway station.

Thanks and regards,

Yours sincerely,

A.K. Sirohi

8. You are Amit/Amita. You have been invited to attend a marriage. But you are unable to attend the function. Write a formal reply regretting your inability to accept the invitation.

Ans. Amit thanks Mr and Mrs T.P. Singh for their kind invitation to attend the marriage of their son on 17 August 20XX.

However, he expresses his deep regret for his inability to accept the invitation due to some prior engagement. He sends his best wishes for the auspicious event.

9. You are Natasha, residing in Pune. Your cousin, from the same city is hosting your grandmother's eightieth birth anniversary and has extended an invite to you. He has also requested your assistance for arrangements needed. Draft a reply of acceptance.

(CBSE SQP 2021 Term-1)





Ans. 37, Shanti Dham

Pune

21 January 20XX

Dear Shivam,

Thanks for extending an invitation to grandmother's eightieth birth anniversary on 28 January. I am really excited and nothing can stop me from attending it. I am also aware of your request for my assistance for arrangements, that goes without saying. I have a few ideas in my mind. I'll be there on 27 January.

Looking forward to celebrating our grandmother's birthday.

Yours affectionately,

Natasha

10. You are Dr Stanzin, a certified Art therapist from Leh. You have been invited by G.D. Public School, Jammu, to conduct a seminar for students on 'Art Therapy the Way Forward'. This seminar is to introduce students to the usefulness of art in dealing with personal and social problems. Write your reply accepting the invitation. (CBSE SQP 2020)

Ans. Dr Stanzin, Art therapist from Leh thanks the Principal of G.D. Public School, Jammu for inviting him to conduct a seminar for the students on 'Art Therapy the Way Forward' in the school activity room at 10 am on 15 October 20XX.  
He feels honoured to accept the invitation.  
Thank you

11. You are Rukmini/Raja of R-201, Fort Road, Chennai. You have just purchased a new house. You decide to have a house-warming ceremony and invite your cousin Balaji. Write the invitation giving all necessary details. (CBSE SQP 2020)

Ans. R-201, Fort Road

Chennai

15 October 20XX

Dear Balaji,

You will be glad to know that finally I have purchased the long awaited house in the vicinity of Gandhi Square. This is a three BHK accommodation. A small inaugural ceremony is going to be organised in my new house on 18 October 20XX per programme.

(i) Hawan – 8 am

(ii) Lunch – 1 pm

(iii) Music and dance .... 3 pm

Do come and join us along with your wife and kids.

Yours lovingly,

Rukmini

12. You are Nainai/Nachaobi Kom, Head boy/Head girl of Loktak High School, Manipur. Your school wishes to honour an old student of your school, the famous boxer Mary Kom for all her numerous achievements by inviting her to the School Annual Day as the Chief Guest. Write a formal invitation to be sent to Mary Kom requesting her presence on the occasion. (CBSE 2019)

Ans.

Loktak High School, Manipur

takes pleasure in inviting

the Noted Boxer

Ms Mary Kom

to grace the occasion of its

Annual Day Function

as the Chief Guest

on 12 November 20XX

from 9 am to 1 pm

Awaiting your consent

Nainai

(Head boy)

13. Your sister is going to get married and you have been asked to draft a formal invitation. Draft the same on behalf of your parents.

Ans.

Mrs and Mr B.K. Mathur

request the pleasure of your benign presence on the occasion of the marriage of their daughter

Sonakshi

with

Aryan

(Son of Mrs and Mr P.K. Srivastava)

at

JP Farm House, Greater Noida

on

Tuesday, 25 October 20XX

As per Programme

Reception of Barat

7:00 pm

Dinner

8:00 pm

Vidai

5:00 am

RSVP

Baldev Mathur

A - 53, Gandhi Park

New Delhi

14. You are Faiz/Falak Mazumdar living at 39, Udhampur Colony, Shimla. You decide to hold a dinner party to congratulate your grandparents on their golden wedding anniversary. Draft a formal invitation to all family members to attend a grand dinner at home.

(CBSE 2018)

Ans.

Falak Mazumdar

request the pleasure of the company of all family members on the glorious occasion of the Golden Wedding Anniversary of her grandparents and invites you to

a Grand Dinner  
on 10 April 20XX  
7:30 pm onwards

at our residence  
39, Udhampur Colony, Shimla

RSVP  
999777XXXX

15. Sunrise Global School, Agra is going to organise a one-act play competition in the school auditorium. You have decided to invite the noted stage artiste, Nalini to grace the occasion. Draft a formal invitation for other schools. You are Karuna/Karan, Cultural Secretary.

(CBSE 2016)

Ans.

Sunrise Global School, Agra  
Seeks your gracious presence on the  
Annual One Act Play Competition  
EKLAVYA

Date: 18 September 20XX

Time: 4 pm

Venue: School Auditorium

**Chief Guest:** Mrs Nalini Maheshwari  
(Noted Theatre Artiste)

RSVP

Best wishes

Karuna Kaushik

School Management

(Cultural Secretary)

9594333XXX

Guests are requested to be seated by 3:30 pm.

16. Your friend P.V. Sathish, has invited you to attend the wedding of his sister, Jaya. You find that you have an important paper of pre-board examination on the day of the wedding. Thus, you cannot attend the event. Write a formal reply to the invitation expressing your regret. You are Puneet/Puneeta Vij, M-114, Fort Road, Chennai.

(CBSE 2017)

Ans.

Puneet thanks Mr P.V. Sathish for his kind invitation to his sister Jaya's wedding on 16 February 20XX. However, he expresses his deep regret for his inability to accept the invitation as he has an important paper of pre-board examination on the day of the wedding. He sends his best wishes for the newly-weds.



## Chapter Test

- Q 1. You are Dhruv/Deepa. Your father, Shri Dheeraj Garg of Gurugram wants you to draft an invitation to be sent to friends and relatives on the occasion of your elder sister's marriage. Prepare the invitation giving necessary details.
- Q 2. You are Amit/Amita. You have been invited to act as one of the judges for a dance competition for students of classes XI-XII. Write a formal reply to the Principal of the school, accepting the invitation.
- Q 3. You are P.K. Gupta, an eminent social worker. You have been invited to attend the Annual School

Celebration as a Chief Guest. Write an informal reply declining the invitation.

- Q 4. You are Akhil/Akhila of A-57, Mall Road, Kanpur. You have just purchased a new shop. You decide to have a get-together and invite your cousin Prashant. Write the invitation giving necessary details.
- Q 5. You have been invited to attend the wedding of Mr R.K. Singh's son. But due to some pre-planned programme you are unable to attend it. Write a formal reply declining the invitation. You are Nishant.





# Long Writing Tasks

## Letter Writing

Letter writing is the most common form of written communication. It is a means of connecting people. Letter is better than a telephonic conversation, as it gives deeper, better and more creative expression of thought than a conversation on phone. The advent of digital communication like e-mail has added to the popularity and usefulness of letters. Letter writing is an art which everyone must develop and master with continuous practice.

Letters may be categorised into two major types:

- ▶ Informal or personal letters which we write to our close friends and relatives.
- ▶ Formal letters which include:
  - ▶ Business letters or official letters (for making enquiries, registering complaints, placing orders, asking for and giving information and sending replies).
  - ▶ Letters to the editors of newspapers (highlighting some social or political issue, giving suggestions).
  - ▶ Application for a job.

### Formal Letters

As the term indicates formal letters are written in a thoroughly formal style. The language of a formal letter is impersonal and objective. Therefore, no informal expressions or greetings are used. You have to be straight-forward and to the point. Letters to government officials, business entrepreneurs, editors, colleagues, subordinates fall under this category. The following tips may help in writing formal letters:

- ▶ **To the Government Official**
  - ▶ Initiate the letter with self-introduction followed by the purpose of writing.
  - ▶ Mention clearly what you want to be done.
  - ▶ Make request for necessary action.
- ▶ **To Business House**
  - ▶ Always be polite even if you are making a complaint.
  - ▶ Keep your tone pleasant.
  - ▶ Quote reference number, order number, cheque/demand draft number, file number, code or ID numbers, etc. as the need be.
  - ▶ Convey your message in a brief and meaningful way.
- ▶ **To the Editor**
  - ▶ Begin with a reference to the issue/event—recent development, etc.
  - ▶ Create a context for developing the letter.
  - ▶ Give details of the subject matter *viz.*, the issue of child labour—its causes, effects and possible ways to eliminate the same.
- ▶ **Job Application**

The main purpose of a job application is to expose the best in you, to impress the employer. Therefore, to win the confidence of the employer, letter should be written in

a lucid manner. It should be simple, brief and include every essential detail. It should clearly state the job for which you are applying and what you have to offer.

Such an application is generally accompanied by a detailed biodata/résumé/curriculum vitae (C.V.) which contains the applicant's personal details, academic details and the professional details. It should be attached separately with the application.

### Format of a Formal Letter

- ▶ Sender's Address
- ▶ Date
- ▶ Name/designation and complete address of the recipient
- ▶ Subject
- ▶ Salutation  
Sir/Madam,
- ▶ Body of the letter  
**Content:** It is the soul of the letter. It contains all the information or news the writer wishes to share with the receiver. Sentences should be short and crisp. Do not forget to start a new paragraph for a new point.
- ▶ Complimentary close or subscription  
Yours truly, or Yours faithfully,  
Signature  
Name  
Designation

**Note:** *Salutation* can also be placed before the *subject*.

### Sample 1 Job Application

C/65, Green Field  
Ambala City

23 January 20XX

The Principal  
APJ Public School  
Ambala Cantt

**Subject:** Application for the Post of Science Teacher

Sir,

In response to your advertisement in the Times of India dated 23 January 20XX, I wish to offer my services for the post of science teacher in your prestigious institution.

I fulfil all the requirements mentioned in your advertisement. I assure you of my dedicated services as I'm passionate about the profession of teaching. I'll spare no effort to uplift the reputation of your institution. However, I'm enclosing my detailed resume for your kind perusal. I'll be available for an interview on any day of your convenience.



Looking forward to receiving a favourable response from your end.

Yours faithfully,  
Sidhartha Agnihotri

Enclosures: Résumé and photocopies of certificates.

### Résumé

#### Personal Details:

Name : Sidhartha Agnihotri  
Father's Name : Mr M.K. Agnihotri  
Permanent Address : C/65, Green Field, Ambala City  
Date of Birth : 15 March 19XX  
Marital Status : Unmarried  
Nationality : Indian

#### Academic Details:

B.Sc. : Physics, Chemistry, Maths;  
Punjab University, Chandigarh;  
83% marks  
M.Sc. : Chemistry; Punjab University,  
Chandigarh; 85% marks  
B.Ed. : From Kurukshetra University;  
82% marks

#### Professional Details

Worked for one year in  
D.A.V. School Ambala Cantt, on  
an ad hoc basis.

Hobbies : Reading and photography

Salary Expected : ₹ 30,000 per month

### Sample 2

#### Letter to the Editor

Letter to the editor of the Hindustan Times complaining against rising level of noise pollution.

606,  
Harmony Apartments  
Aundh  
Pune

16 February 20XX

The Editor  
The Hindustan Times  
New Delhi

**Subject:** Concern over Rising Level of Noise Pollution

Sir,

Through the column of your esteemed newspaper, I wish to draw the attention of the concerned authorities towards the rising noise pollution in our cities.

Despite laws made by the government banning the use of loud speakers and DJs after a particular time, people seem to turn a deaf ear to what the government tells them. Marriage processions till late night in the middle of the cities and DJs loud music are all sources of noise which have an adverse effect on old and the ailing members of society. Students are the main victims especially during examination days. It not only affects the health of the people but also their behaviour. It causes ailments like hypertension, insomnia (sleeplessness), hearing impairment and what not.

It all speaks volumes of ill-planning on the part of the government. Rules made must be implemented earnestly. It is hoped that this concern, if published in your reputed newspaper, will wake the authorities from their slumber and the needful will be done at the earliest possible.

Yours truly,  
Anoop Mahant



## Practice Exercise

### Application for a Job

1. You are Damanjit Singh, a fresh graduate of film-making (BFA), from JTTI, Chandigarh. You saw the given advertisement in the newspaper and wish to apply for the position advertised. Write a letter to Mili Johar Arts, along with your biodata, expressing your interest in the advertised post.

  
  
**Mili Johar ARTS**  
**ASSISTANT DIRECTORS**  
**wanted**  
**For Feature Film**  
Opportunity for aspiring Assistant Directors  
**WHO DO WE NEED?**  
**Freshers, Experienced, both welcome**  
REQUIRED – Degree/Diploma in Film Making  
Skills: Camera handling, functional knowledge of Marathi, exceptional communication skills and ability to multi-task  

Please send your resumes to – The Johar House, Offices B5-Q6,  
(latest by 23 July 2023)      Dnyani Hill, Mumbai

(CBSE SQP 2023-24)





Ans. 13, Golden Avenue  
Chandigarh-133XXX

9 July 20XX

MIU Johar Arts

The Johar House

Offices 05-06

Diyali Hill

Mumbai

Subject: Application for the Post of Assistant Director.

Sir/Madam,

I am writing with reference to your advertisement in The Times of India dated 8 July 20XX. I wish to offer my services for the post of Assistant Director. I am a graduate of film-making (BFA), From JTI, Chandigarh. I am always ready to do my best. I have a good personality with exceptional communication skills. I am enclosing herewith a copy of my biodata for your kind perusal.

I am looking forward to a positive response from your end.

Thanking you.

Yours faithfully,

Damanjit Singh

Encl: Biodata

#### **Biodata**

Name : Damanjit Singh  
Father's Name : Mr K.P. Singh  
Date of Birth : 14 May 20XX  
Address : 13, Golden Avenue, Chandigarh  
Contact No. : 817162XXXX  
E-mail : [singhdamanjit@gmail.com](mailto:singhdamanjit@gmail.com)

#### **Educational Qualifications:**

Exam	Board/ University	Year	Percentage
Secondary	CBSE	20XX	83%
Senior Secondary	CBSE	20XX	88%
BFA	JTI, Chandigarh	20XX	81%

Work Experience : An internship at a television station

Skills : Camera handling, Multi-tasking

Languages known : English, Hindi, Marathi

Hobbies : Travelling and Photography

Reference : Mr A.P. Sinha, Director  
JTI, Chandigarh

2. You are Prerna Seth, you saw the given advertisement in the newspaper and wish to apply for the position advertised.

Dimla Pvt. Ltd.

**REQUIRED:** an accountant with minimum 5 years experience.

**Job Responsibilities:** prepare salaries, account, record of income and expenditure.

**Preferred Skills and Qualifications:** B.Com., C.A. with knowledge of computers, especially Excel.

Send your biodata within 10 days to Rajiv Arora, Personnel Manager, Dimla Pvt. Ltd., Nehru Enclave, Indore.

Write a letter to The Managing Director, Dimla Pvt. Ltd. along with your biodata, expressing your interest in the situation vacant. (CBSE 2023)

Ans. ABC Street

XYZ City

15 March 20XX

The Managing Director

Dimla Pvt. Ltd.

Nehru Enclave

Indore

Subject: Application for the Post of Accountant

Sir,

This is with reference to your advertisement published in The National Times dated 14 March 20XX for the post of accountant. I would like to apply for the same. I have got the skills and qualifications along with experience to carry out the mentioned responsibilities. I have attached a copy of my biodata for your kind perusal.

Looking forward to building a career with you.

Thanking you.

Yours faithfully,

Prerna Seth

Encl: Biodata

#### **Biodata**

Name : Prerna Seth  
Father's Name : Mr Ankur Seth  
Date of Birth : 7 September 19XX  
Address : ABC Street, XYZ City  
Contact No. : 998823XXXX  
E-mail : [sethprerna@gmail.com](mailto:sethprerna@gmail.com)

Educational Qualifications : (i) B.Com. from XYZ University in 20XX  
(ii) C.A. Certificate from ICAI in 20XX

Work Experience : 6 years' experience as a C.A. in a reputed firm.

Skills : A good knowledge of computers (especially Excel)

Languages known : English and Hindi

3. Mitali Kedia sees the following advertisement and wishes to apply for the position advertised. Write a letter of application along with a detailed biodata.

**SKILL DEVELOPMENT INSTITUTE**  
Requires Part-time Trainers for Computers/Car mechanics

- The applicant must be professionally qualified.
- Must be competent in basic computer skills.
- Experience—minimum 5 years as trainer
- Apply within 10 days to the Director, Skill Development Institute, Meerut.

(CBSE 2023)

Ans. PQR Road

ABC City

12 April 20XX

The Director

Skill Development Institute

Meerut

**Subject:** Application for the Post of Part-time Trainer for Computers

Sir,

This is in response to your advertisement published in The Dainik Bhaskar dated 11 April 20XX for part-time trainers for computers. I would like to put forth my application for the post. I fulfil all the requirements mentioned in the advertisement. If selected, I assure you that I will perform my duties with honesty and efficiency. I am enclosing herewith a copy of my biodata for your kind perusal.

Thanking you,

Yours faithfully,

Mitali Kedia

**Biodata**

Name	:	Mitali Kedia
Father's Name	:	Mr Jitendra Kedia
Date of Birth	:	17 November 19XX
Address	:	PQR Road, ABC City
Contact No.	:	976542XXXX
E-mail	:	kediamitali@gmail.com
Marital Status	:	Unmarried
Educational Qualifications	:	(i) B.Sc. (Computer Science) in 20XX (ii) Diploma in Computer Graphics in 20XX
Work Experience	:	5 years' experience as a computer trainer in a reputed institute.
Skills	:	(i) Effective written and communication skills (ii) Knowledge of various softwares and computer languages
Languages known	:	English and Hindi

4. You are Prakriti/Prabhat, a resident of College Road, Bhopal. You see the following advertisement in the newspaper, for the job of a 'Marketing Officer' in Chaitanya Enterprises, Mumbai. Write an application with detailed biodata to the Public Relations Officer of the firm.

**SITUATION VACANT**

Chaitanya Enterprises requires an experienced Marketing Officer for its Mumbai branch.

The applicant must have:

B.Sc./B.A. in Marketing

6+ years experience

Additional skills:

- Effective written and communication skills
- Thorough understanding of marketing techniques and principles
- Knowledge of MS Office, social media and web analytics.
- Apply to Sunil Baweja, Public Relations Officer.

(CBSE 2022 Term-2)

Ans. College Road

Bhopal

13 May 20XX

The Public Relations Officer

Chaitanya Enterprises

Mumbai

**Subject:** Application for the Post of Marketing Officer

Sir,

I am writing with reference to your advertisement in 'Situation Vacant' column of The Times of India dated 13 May 20XX. I wish to offer my services for the post of Marketing Officer in your renowned company.

I am a passionate professional and always ready to accept challenges. I have a good personality with effective written and communication skills. If I am given a chance, I assure you that I will leave no stone unturned to uplift the reputation of your company further higher.

I request you to consider my application for the said job. I am attaching here with my detailed biodata for your kind perusal.

Looking forward to building a career with you.

Yours faithfully,

Prabhat

**Encl:** Biodata

**Biodata**

Name	:	Prabhat Singh
Father's Name	:	Mr Subhash Singh
Date of Birth	:	13 August 19XX
Address	:	College Road, Bhopal
Contact No.	:	956723XXXX
E-mail	:	singhprabhat@gmail.com



### Education

- B.Sc. in Marketing from Bhabha University Bhopal in 20XX.
- Senior secondary (CBSE) from St. John's Bhopal in 20XX.

### Professional Experience

- Working as a Marketing executive in Shah Industries, Nagpur for the past 3 years.
- Worked as a marketing executive in Tapan Technologies, Pune for 4 years (20XX to 20XX).

### Additional Skills

- Effective written and communication skills.
- Thorough understanding of marketing techniques and principles
- Knowledge of MS office, social media and web analytics

**Languages known** : English, Hindi and Marathi

**Hobbies** : Travelling, meeting people and making new friends

5. You are Shantanu, residing at Ghar B-94, Balimela Road, Malkangiri. You come across the following classified advertisement in a local daily. Write a letter applying for the position of a volunteer for the Each One Teach One Campaign.

#### SITUATION VACANT

Wanted committed volunteers, aged 18 years and above, to teach underprivileged children, for one hour a week, in the district of Malkangiri. Ability to speak, read and write Odiya fluently, important. Experience not necessary. All volunteers to receive training. Contact Nethra N, Coordinator (Each One Teach One), 4Literacy, Ambaguda, Malkangiri, Odisha-764045

(CBSE SQP 2021 Term-1)

Ans. Ghar B-94,  
Balimela Road  
Malkangiri  
Odisha

15 May 20XX  
The Coordinator (Each One Teach One)  
Ambaguda  
Malkangiri  
Odisha-764045

**Subject:** Application to Volunteer for the Each One Teach One Campaign

Madam,

This is with reference to your advertisement for committed volunteers to teach underprivileged children. I came across the advertisement in a local daily. I wish to apply for the position of a volunteer for the Each One Teach One campaign.

I can speak, read and write Odiya fluently and also have the experience of teaching the language before.

I have completed my graduation and I am available for one hour a week.

I look forward to a positive response from your end.

Thanking you.

Yours faithfully,  
Shantanu Sahu

### Résumé

#### Personal Details

Name : Shantanu Sahu  
Father's Name : Mr Santosh Sahu  
Date of Birth : 2 June 20XX  
Marital Status : Unmarried  
Address : Ghar B-94, Balimela Road, Malkangiri, Odisha  
E-mail : shantanu@gmail.com

#### Academic Qualifications:

- (i) B.A. with an aggregate of 80% from Berhampur University, Odisha in 20XX.
- (ii) Intermediate with an aggregate of 84% from St. Mary's Malkangiri in 20XX.
- (iii) High school with an aggregate of 76% from St. Mary's Malkangiri in 20XX.

**Languages Known** : English, Odiya and Hindi

**Hobbies** : Reading and travelling.

6. You are Aami/Ajoy Sarkar of 83, Model Town, Guwahati, Assam. You are a sports enthusiast. Rangshala School, Guwahati, has advertised the requirement of a Sports teacher, in the local newspaper. You are excited and decide to apply for the post. Write a letter responding to the given advertisement, submitting your candidature with a detailed biodata. (CBSE SQP 2020)

Ans. 83, Model Town  
Guwahati  
Assam

12 October 20XX

The Principal  
Rangshala School  
Guwahati

**Subject:** Application for the Post of Sports Teacher

Sir,

In response to your advertisement in Dainik Jagran dated 10 October 20XX, I hereby submit my application for the post of Sports teacher in your prestigious institution. I fulfil all the requirements mentioned in the advertisement. If selected, I assure you of my dedicated services to uplift the name of your institution.

I am attaching herewith my detailed resume along with copies of all my certificates for your kind perusal.

Thanking you.

Yours faithfully,  
Ajoy Sarkar



**Biodata**

Name : Ajoy Sarkar  
 Mother's Name : Mrs Sunita Sarkar  
 Father's Name : Mr Prabodh Sarkar  
 Date of Birth : 30 April 19XX  
 Address : 83, Model Town, Guwahati, Assam

**E-mail Address** : sarkarajoyXX@gmail.com

**Phone Number** : 9837XXXXXX

**Marital Status** : Married

**Educational Qualifications:**

S.No.	QUALIFICATION	YEAR	PERCENTAGE	UNIVERSITY
1.	BA (Physical Education)	2007	65%	IGNOU
2.	B.P. Ed.	2008	70%	IGNOU
3.	M.P. Ed.	2010	60%	IGNOU

**Other Fields of Specialisation:**

- (i) Specialisation in volleyball and hockey  
 (ii) Certified SM Coach in athletics

**Job Experience:** 5 years in Petal Public School, Guwahati

**Expected Salary:** ₹ 40,000 per month + PF

7. You are Radhika of 609, Sanskriti Apartment, Wakad, Pune. You have graduated from Symbiosis Pune and also have done a secretarial practice course from YWCA, Mumbai.

You have seen an advertisement for the post of receptionist, in a national daily by Nisarg Publication, Peshwa Road, Pune. Write an application with complete resume to the Director for the post of receptionist.

Ans. 609, Sanskriti Apartment

Wakad

Pune

12 June 20XX

The Director

Nisarg Publication

Peshwa Road

Pune

**Subject:** Application for the Post of Receptionist

Sir/Madam,

This is with reference to your advertisement in 'Situation Vacant' column of The Times of India dated 11 June 20XX for the post of receptionist. I would like to apply for the same.

I am a graduate in communication skills from Symbiosis Pune. I have also done a course in secretarial practice from the well-known YWCA Mumbai. In addition to it I am well-versed in typing and Microsoft office.

I request you to consider my application for the said job. I am attaching herewith my detailed résumé for your kind perusal.

Looking forward to a positive response from your end.

Yours truly,

Radhika

**Encl:** Résumé

**Résumé**

**Name** : Radhika Kulkarni

**Father's Name** : Mr P.K. Kulkarni

**Marital Status** : Unmarried

**Address** : 609, Sanskriti Apartment, Wakad, Pune

**E-mail** : Radhika00@gmail.com

**Date of Birth** : 27 July 19XX

**Qualifications** :

- Secretarial Practice Course: YWCA, Mumbai in May 20XX
- B.A. Communication Skills: Symbiosis in May 20XX
- Senior Secondary: K.V. Aundh, Pune in 20XX with an aggregate of 85%

**Languages Known** : English, Marathi, Hindi, French.

**Hobbies** : Reading, listening to music, swimming,

8. The Gandhi Foundation is recruiting graduates for an intensive leadership training programme during the summer, in villages across India. You are Anjana/Benji from 21, Ratnapur Village, Bilaspur. You are very excited to see the advertisement and decide to apply for the same. Draft a letter applying for the advertised programme. Include a biodata showing how suitable you are for the training. (CBSE 2019)

Ans. 21, Ratnapur Village  
Bilaspur

2 April 20XX

The Director

The Gandhi Foundation

**Subject:** Application for Recruitment in Leadership Training Programme

Sir,

This is in response to your advertisement in 'The Dainik Prabhat' dated 1st April 20XX for recruiting graduates for an intensive leadership training programme during the summer, in villages across India.

I have completed my graduation this year and would like to apply for this programme.

Attached herewith is my brief biodata for your kind perusal. I look forward to a positive response from your end.

Yours faithfully,

Anjana

**Biodata**

**Name** : Anjana Jain

**Father's Name** : Mr Tarun Jain

**Date of Birth** : 4 May 19XX

**Permanent Address** : 21, Ratnapur Village, Bilaspur

**Contact No.** : 9988XXXXXX



**Academic Qualifications:** (i) Passed Senior Secondary Examination (CBSE) with 82% aggregate in the Science stream with Mathematics.

(ii) Graduated from Netaji Management College with 68% aggregate.

**Hobbies and Interests:** Travelling, meeting people and communicating with them.

9. You are Sidhartha Sahay. Recently you have come across an advertisement under 'Required' column of 'The Hindustan Times' for the post of Mechanical Engineer in OPUS Technologies Ltd., Pune. Write an application for this job giving your complete resume separately.

Ans. 205, Prakriti Apartment

Aundh

Pune

25 April 20XX

The Manager (Personnel)

OPUS Technologies Ltd.

Pune

**Subject:** Application for the Post of Mechanical Engineer

Sir,

This is with reference to your advertisement in 'The Hindustan Times' dated 24 April 20XX. I wish to offer my services for the post of Mechanical Engineer in your renowned company.

I am a passionate professional and always ready to accept challenges.

If I am given a chance, I assure you that I will leave no stone unturned to uplift the reputation of your company further higher. I can boast of my good personality, tact and understanding which will help me to control my subordinates to extract maximum output from them.

Looking forward to building a career with you.

Yours faithfully,

Sidhartha Sahay

**Encls:** (i) Résumé, (ii) Copies of certificates

#### **Résumé**

First Name : Sidhartha  
Last Name : Sahay  
Date of Birth : 5 September 19XX  
Address : 205, Prakriti Apartment, Aundh  
City : Pune  
State : Maharashtra  
Country : India  
Phone No : 9993045XXX  
E-mail : SidharthaXX@gmail.com

#### **Academic Record**

Examination	Institution	Board/University	Percentage
Bachelor of Technology	Bits Pilani	BITS	84%
12th (PCM)	St. Mary's Academy, Delhi	CBSE	93%
10th	St. Mary's Academy, Delhi	CBSE	95%

#### **Projects**

- (i) Quality Improvement Systems (QIS) at Punjab Tractors Limited (PTL) Mohali, India.
- (ii) Design and Fabrication of Engine Management System.
- (iii) Design and Fabrication of Vapor Commission Test Rig.

#### **Fields of Interest**

- (i) Artificial Intelligence (Knowledge based expert system)
- (ii) Automobile Engineering (DI Systems, Servo Mechanisms, Transmission Systems)
- (iii) Refrigeration and Air Conditioning (Sealed System)

#### **Training**

- (i) Six month Industrial Training at PTL, Swaraj Tractors Division, Mohali, India.
- (ii) Technology Camp in Mechanical Engineering at Beant College of Engineering and Technology Gurdaspur, India.

#### **Skill Set**

- (i) Programming Languages: C, Java, HTML, DHTML, JavaScript, VB Script
- (ii) Front-end Software: Developer 2000.
- (iii) Application Software: Auto CAD 2000, Mechanical Desktop, MS Office, MS Access, Flash.

10. Bal Vidya Public School, Bhilai, urgently requires a post-graduate teacher to teach political science for which they have placed an advertisement in The Bhilai Express. You are Sanjay/Sanjana Sharma from 21, Vasant Marg, Bhilai. Draft a letter including a CV, applying for the advertised post. (CBSE 2018)

Ans. 21, Vasant Marg

Bhilai

3 July 20XX

The Principal

Bal Vidya Public School

Bhilai

**Subject:** Application for the Post of PGT Political Science

Sir,

This is in response to your advertisement in The Bhilai Express dated 3 July 20XX for the post of PGT in



Political Science for your Institution. I wish to apply for the same. I fulfil all the qualities required for the post.

Attached herewith is my brief CV for your kind perusal. I assure you to do my best if I am considered for the above mentioned post in your school. I am available for an interview at your convenience.

Yours faithfully,  
Sanjay Sharma

#### Curriculum Vitae

Name : Sanjay Sharma  
Father's Name : Mr Ajay Sharma  
Date of Birth : 6 May 19XX  
Marital Status : Unmarried  
Permanent Address : 21, Vasant Marg, Bhilal  
Contact No. : 8077XXXXXX  
E-mail : sanjays@gmail.com

**Academic Qualifications:** (i) Passed Senior Secondary Examination, CBSE Board with 89% aggregate in the Arts stream.  
(ii) Graduated from Delhi University with a Bachelor's Degree in Political Science.  
(iii) Post Graduated from Delhi University with a Master's Degree in Political Science.  
(iv) Passed the UGC NET exam.

**Professional Experience:** Has been working as a teacher in St. Mary Residential School, Delhi for past three years.

**Hobbies** : Reading and travelling  
**Languages Known** : English and Hindi

#### Letter to the Editor

11. Despite being an essential component of road safety infrastructure, many people do not respect zebra crossings and fail to follow traffic rules, which results in hazardous situations on the roads. Write a letter to the editor of a national daily, sharing your concern, and examining the reasons for such behaviour. Provide suggestions for spreading awareness of rules and etiquettes involved, and ways to ensure adherence. Use the given cues along with your own ideas to compose this letter. You are Soma Baruah, a concerned city resident.

- ▶ For awareness:
  - ▶ general public/educational institutions
  - ▶ how? – in person/social media
- ▶ Dire consequences – self and others
- ▶ Adherence:
  - ▶ fines & penalties
  - ▶ revoking driving licences
  - ▶ strengthening traffic police force – monitoring resources and technology

(CBSE SQP 2023-24)

Ans. 36, ABC Street

XYZ City

19 May 20XX

The Editor

The Times of India

XYZ City

**Subject:** Lack of Awareness of the Significance of Zebra Crossings and Traffic Rules

Sir,

Through the columns of your esteemed newspaper, I wish to draw the attention of the general public and the concerned authorities to the lack of awareness of the significance of zebra crossings and traffic rules.

Every year, thousands of people are injured or killed in accidents on roads. Lack of awareness of the significance of zebra crossings and traffic rules, ignorance of etiquettes involved, and the lack of enforcement of existing laws play a major role in hazardous situations on the roads.

It is the responsibility of the concerned authorities to spread awareness among the general public about the road safety rules. Public campaigns, educational programmes in schools, colleges and other public places; informative pamphlets, posters and videos on traffic rules and etiquettes should be used to spread awareness about the road safety and to highlight the dire consequences of not following the traffic rules.

Fines and penalties should be imposed on those who violate traffic rules and do not respect zebra crossings. Driving licences should be revoked, if necessary. Traffic police force should be increased and strengthened. The latest technology and devices must be used for monitoring.

I hope that this letter in your special column will awake the authorities and increase public awareness of significance of zebra crossings and traffic rules.

Thanking you,

Yours truly,

Soma Baruah

12. You are a resident of Pranihar Colony and a member of the Resident Welfare Association. During your morning walks, you have noticed that the parks are in a dismal condition. Due to the neglect, the parks are no longer safe for residents or children to play. Write a letter to the editor of your local newspaper expressing your views on the situation and suggest ways of improving and maintaining the park. You are Satish/Sunaina, member of RWA. Use the given cues along with your ideas to compose this letter.

Reasons for Neglect	Efforts to be taken
• Unpruned trees	• Regular maintenance
• No dustbins	• Removal of broken benches
• Stray dogs	• Security tightened
• Lack of security	• Waste bins

(CBSE 2023)



Ans. 27. Pranihar Colony

XYZ City

13 September 20XX

The Editor

The Daily News

XYZ City

**Subject:** Dismal Condition of Parks

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authorities to the dismal condition of the parks of Pranihar Colony.

Pranihar Colony is a residential area which has two parks. These parks are used for walking and exercising by the residents; and for playing by children. These parks are a source of entertainment and pleasure for the residents of the colony.

But, due to the neglect, the parks are now in a dismal condition. The unpruned trees give the parks a dilapidated look. There are heaps of garbage everywhere in the parks as there are no dustbins. Lack of security has made the parks home for stray dogs. These dogs have attacked the residents and children many times.

So, it is suggested that some effective steps should be taken to improve the condition of the parks. Regular maintenance should be there; parks should be furnished with new benches and swings; and waste bins should be placed. The security measures should be taken.

I hope that the concerned authorities will look into the matter and take immediate steps.

Thanking you.

Yours truly,

Satish

(Member of the RWA)

13. The newspapers today have full page advertisements promoting luxury items. With increase in consumerism, people find it difficult to resist and soon find themselves trapped in a world of social one-upmanship. Write a letter to the editor expressing your views on the consequences of this consumerism giving suggestions on how to control this habit. You are Renu/Rajan. Use the given cues along with your own ideas to compose this letter.

**Consequences**

- trapped in a competitive world
- social acceptability
- living beyond budgets
- mental trauma

**Solutions**

- responsible role of media
- make informal decisions

(CBSE 2023)

Ans. 42. Gayatri Heights

XYZ City

13 October 20XX

The Editor

The Everyday Times

XYZ City

**Subject:** Increasing Consumerism and its Effects

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the general public and the print media to the increasing consumerism and its effects.

The newspapers today have full page advertisements promoting luxury items. These promotional advertisements are meant to incite and excite consumers to buy the products. With catchy lines and attractive pictures, people find it difficult to resist and soon many people buy these products. This is resulting in people competing against each other and they all are trapped in a competitive world. People even go beyond their budgets to buy these products and find themselves in financial troubles. This increasing consumerism is increasing the mental trauma and producing adverse effects.

So, it is essential that the print media and the product makers take this matter seriously and decide to promote the luxury products in a reasonable manner that is not meant to trap the consumers. People also need to take decisions judiciously and avoid falling into the trap of the promoters.

Looking forward to a better approach from both the promoters and the consumers.

Thanking you.

Yours truly,

Renu

14. You are Sudeep/Sudeepa staying at 301/A, Harmony Apartments, Manker Chowk, Wakad, Pune. The main road which leads to the apartments has four manholes which cause frequent accidents during night, street lights being unavailable. Write a letter to the editor of 'The Hindustan Times' expressing your deep concern about the apathetic attitude of the concerned authorities towards this situation.

Ans. 301/A, Harmony Apartments

Manker Chowk

Wakad

Pune

12 June 20XX

The Editor

The Hindustan Times

Pune



**Subject:** Open Manholes and Absence of Street lights

Sir,

Since, several appeals and reminders have fallen on deaf ears, there is no harm in little publicity. Through the columns of your esteemed newspaper, I wish to draw the kind attention of the concerned authorities towards the pathetic plight of Hinjewadi road which leads to Harmony Apartments in Wakad. This road has four manholes which are open. These open manholes are no less than death ditches. The residents have appealed to the authorities several times but no action has been taken so far. What is more dangerous is that there is no street lights on this road for the last few months, which gives rise to easy accidents especially during the night hours. These open manholes have become the breeding ground for mosquitoes. The pungent foul smell emitted out from these manholes is adding to the pollution also. School children, scooterists and bikers are the main victims. The problem becomes graver during rains. I hope that this letter in your special column will awake the slumbering authorities and due action will be taken soon.

Thanking you,

Yours truly,

Sudeep

15. You are Shubha/Krushna Mohanty, residing in Subhadra Apartments, Bhubaneswar, Odisha. You have observed, with increasing concern, that garbage collection continues to be done without segregation in your neighbourhood. Write a letter to the editor of The Real Times, Bhubaneswar, explaining your concern along with the rationale behind the importance of garbage segregation. Suggest ways in which the RWAs can participate in this programme.

(CBSE SQP 2020)



**Ans.** Subhadra Apartments  
Bhubaneswar  
Odisha  
10 October 20XX  
The Editor  
The Real Times  
Bhubaneswar

**Subject:** Importance of Garbage Segregation

Sir,

I am the resident of Subhadra Apartments, and feel greatly disappointed at the way people throw garbage on the open roads. There are no garbage bins to dispose the waste items. The litter smells so bad that it is literally impossible to walk through the lanes.

Through the columns of your esteemed newspaper I want to highlight the fact that disposal of garbage is still being continued without proper segregation.

In fact garbage is collectively dumped in dumping sites without its segregation. This results in the rotting of organic wastes and also the recyclable products are lost in this.

So, there is an urgent need to segregate the waste generated, so that the dry waste can be recovered and recycled. RWAs have their part to play. They can spread awareness among the residents. They can start a system of maintaining records streetwise and announce awards for those doing good job in this direction. Local municipal corporation can also be collaborated for regular segregation of the daily garbage through pick up vans deputed area wise.

Thanking you,

Yours truly,

Shubha

16. A book fair was organised in your city, Bhopal. Thousands of people including a large number of students visited the fair. It aroused a great interest in reading and buying books. You want that such book fairs are held in other cities of the state also to promote the habit of reading. Write a letter to the editor of a local newspaper giving your views. You are Navtej/Navita, F-112, Malviya Nagar, Bhopal.

(CBSE 2020)

**Ans.** F-112, Malviya Nagar  
Bhopal

27 February 20XX

The Editor  
The Indian Express  
Bhopal

**Subject:** Book Fairs should be Often Held

Sir,

A book fair was organised in Bhopal in the Ramlila Ground last month. Various eminent publishers put up their stalls and displayed their products. The way people thronged the place for buying books of their taste, showed the intense interest of people in reading. The book fair lasted for two weeks. It enabled the avid readers to scroll around books. Thousands of people including a large number of students visited the fair.



It has aroused a miraculous interest in reading and buying books.

Through the columns of your esteemed newspaper, I want to express my wish that such book fairs are held in other cities of the state also to promote the habit of reading.

Thanking you,

Yours faithfully,

Navtej

17. **Apart from newspapers, 24-hour news channels on TV are a major source of information for the common man. As compared to foreign news channels, the Indian channels are full of advertisements. Write a letter to the editor of a national newspaper urging the news channels to create a healthy balance between news and commercials. You are John/Elizabeth, 18, Civil Lines, Meerut.**

Ans. 18, Civil Lines

Meerut

16 February 20XX

The Editor

The Indian Express

Meerut

**Subject:** Need for a Healthy Balance between News and Commercials on News Channels

Sir,

Through the columns of your esteemed newspaper, I would like to draw the attention of the news channels towards the increasing number of commercial ads on news channels.

The 24-hour news channels on television are a major source of information for the common public. But sadly, it is being observed these days that the news content shown on these channels is quite a little. After every few minutes, commercial advertisements appear in between. As compared to the foreign channels, the Indian channels are more full of advertisements. Whenever, the TV is switched on to watch the news updates, advertisements are seen on the screen and the viewer has to wait for a pretty long time for the actual news to begin. This is quite disgusting. The very purpose of the news channels seems to be lost among the advertisements.

My appeal to the news channels is that a sensible and a reasonable balance must be maintained between the commercial breaks and the news.

Thanking you,

Yours truly,

John

18. **You have realised the necessity of education and financial independence of women for their family, society and the nation. Write a letter to the editor, 'The National Times' highlighting your ideas on the importance of education of women leading to a better status for them. You are Tarun/Taruna, B-7/9, Mall Road, Delhi.**

(CBSE 2019)

Ans. B-7/9, Mall Road

Delhi

12 September 20XX

The Editor

The National Times

New Delhi-110XXX

**Subject:** Importance of women's Education

Sir,

Through the columns of your esteemed newspaper, I intend to highlight the necessity of education and the consequent financial independence of women for their family, society and the nation at large.

It is a well-known maxim that 'hands that rock the cradle rule the nation'. Obviously woman is the builder of a nation. History bears the witness. Jija bai, the mother of Great Maratha warrior Shivaji, played a big role in his bringing up. There are several other examples which prove that woman's role in society, family and nation can't be denied. But sadly enough, the literacy rate of women in our country indicates the system of women's education to be discouraging. It is time we must learn and realise the importance of women's education. In our nation, girls' education is not given much attention despite her constitutional right to it. No doubt with the changing scenario of modern society, girls are receiving higher education in almost every field. Still in rural areas, a girl is supposed to remain within the four walls of the house. Education is not meant for her. But we should curb this old ideology, keeping in mind that, if a man is educated, he is educated for himself but if a woman is educated, the entire family is educated.

Moreover women's education is the need of the hour. An educated woman emerges as a dutiful member of society equipped with moral and cultural values, she also becomes independent herself and helps her family financially. Personalities of educated women's children stand out when compared to those of uneducated ones.

I request you to give this issue some space in your newspaper so that people may know the value and importance of women's education.

Thanking you,

Yours truly,

Tarun



19. You are Ritesh Pandey a resident of 65 B, Delhi Cantt. Write a letter to the editor of a monthly magazine 'Awakening' on the incessantly deteriorating standard of living in your city. Give suggestions for improvement.

Ans. 65 B,  
Delhi Cantt  
8 March 20XX  
The Editor  
Awakening  
Barakhamba Road  
New Delhi-110XXX

**Subject:** Deteriorating Standard of Living In the Capital City

Sir,

Through the columns of your prestigious monthly issue of awakening, I wish to throw light on the deteriorating living standard of people residing in the capital city of Delhi. According to the recent survey, Delhi has been found to be one of the most polluted cities of Asian countries. Doesn't it sound ironic when we say all this about the national capital city? No doubt this capital city is the place of big capitalists who live in posh bungalows, move in expensive cars and what not. But can we generalise the standard of living on this basis? No, not at all. Dumps of garbage, heavy traffic congestion on the roads, incessantly rising level of environmental pollution, ear-rending noise pollution, over-crowding at public places, etc. are enough to define the real picture of the capital city—Delhi. Despite trees at every corner, people crave for fresh air, because the pressure of smoke and industrial waste is more than that.

A large number of people migrating to Delhi from other parts of the country put extra pressure on the available resources of the city. The housing problem is also assuming a formidable shape with lack of civic amenities. Life has become so mechanical that there is hardly any interaction among neighbours. With growing consumerism and inflation, the gap between the haves and the have not's is widening to improve the standard of living of the Delhites, something substantial needs to be done. To eliminate the problem of atmospheric pollution, more green belts should be created. The unrestricted inflow of immigrants to Delhi also needs to be harnessed. Only then the living standard of the people of Delhi can be improved.

Thanking you,

Yours truly,  
Ritesh Pandey

20. 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 neighbourhood flats, etc., are all sources of noise which are not good for the old, the ailing and students. Write a letter to the editor of a local newspaper describing the problem and making a request to the concerned authorities to solve it. You are Karan/Karuna, M-114, Mall Road, Delhi.

(CBSE 2016)

Ans. M-114, Mall Road  
Delhi  
18 October 20XX  
The Editor  
The Hindustan Times  
New Delhi

**Subject:** Concern about Noise Pollution

Sir,

Through the columns of your esteemed newspaper, I want to draw the attention of the concerned authorities towards the problem of noise pollution. Along with air and water pollution, the capital city is also under an attack of noise pollution. Marriage Processions, DJs during wedding receptions, loud music neighbourhood flats, etc., are all sources of noise pollution and cause a lot of disturbance of the people in surrounding areas.

Noise pollution leads to health problems as well as psychological problems like stress, anxiety, etc. The old, the ailing and the students all are affected. Noise pollution adversely affects the health of the senior citizens and the performance of the students.

To control the situation, something substantial needs to be done. But no one seems to be worried about it. I hope that this letter in your special column will awake the slumbering authorities and due action will be taken soon.

Thanking you,  
Yours faithfully,  
Karan



## Chapter Test

Q 1. Write an application, including a résumé, for the post of receptionist advertised in a national newspaper by JKL Publishers, Peshwa Road, Pune. You are Karuna, M/114, Mall Road, Pune, a graduate from

SNDT University and have done a secretarial Practice course from YWCA, Mumbai.

Q 2. Sunshine Public School, Pune requires two sports coaches (one male and one female). Each should





be a degree holder in physical education as well as an SAI certified coach in athletics. You have seen their advertisement and you know that you have qualifications. Write an application along with your biodata. You are Praveen/Praveena, M-114, Najafgarh, Delhi.

Q 3. It gives you a good feeling when you read in the newspapers about how patients from abroad come to hospitals in India and get themselves treated at a fraction of the expenses they would have incurred elsewhere. Write a letter to the editor of a national daily describing the importance of medical tourism

for India. You are Vipul/Vipula, L-65, Garh Road, Kanpur.

Q 4. 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 to the editor of a newspaper giving your views on the problem and its solutions.

Q 5. Write a letter to the editor of a national newspaper on how we can improve the living condition in the slums. You are Arun/Aruna, G-116, Bank Road, Delhi. ●

## Article Writing

Writing an article is not at all an easy job. It is a skill in itself which involves creativity, wide range of vocabulary, knowledge of the subject and above all a student's expressive skills. For mastering this skill one needs to develop a reading habit—reading newspapers, magazine articles, etc. For writing a good piece of article the following tips may help a student:

- ▶ Title of the article should be catchy and thought provoking. It should usually contain 4-6 words, but it can be a single word or a phrase or even a sentence. In most cases the title is given in the question.
- ▶ The body of an article should be cohesive. It should be well structured, *e.g.* a distinct beginning, the middle and then the conclusion. The words, sentences and paragraphs should flow in a natural and coherent manner leading to the main thought of the article.
- ▶ Divide the article into a few paragraphs each touching the single thoughtline.
- ▶ Write your article with a definite purpose. Before you plunge into the main stream, make sure whether you are writing to inform people, to persuade them, to entertain them or to convince them. The clarity of purpose will ensure clarity in the choice of your style.
- ▶ Quite often, enough information is given in the question statement and in the verbal/visual inputs which accompany it, which needs only interpretation, editing and expansion of sentences. So students can very smartly utilise the same.
- ▶ Do not forget to write the name of the writer which is usually mentioned in the question. You may write it on top, just below the title or at the end. But it must be written.

### Sample

To check the spread of Coronavirus Disease (COVID-19), the Indian Government declared the countrywide Lockdown for 21 days which was extended to 19 days more, then for fourteen days more and so on .....

Write an article on how this lockdown influenced the life of the people.

#### Impact of Lockdown on People in India

By: Shrutii XII-A

To check the spread of COVID-19, the pandemic, several countries took to imposing lockdown. Universally speaking,

as a result of the lockdown, 'public mobility declined sharply', a google report found.

In India, retail and recreational places like malls and cinema halls saw the steepest fall in the presence of people between the months of February and March compared to the presence between January and February. At the same time there was a considerable increase in phone traffic from residences which indicated that more people were staying at home. Due to the restrictions on railway, road and air traffic people attached with different work places stayed home to work online. Visits to national parks, beaches and public gardens reduced drastically.

The outbreak of COVID-19 brought the entire world to a standstill. While the world was waiting for its remedy, health experts advised that the best way to control the spread was to stay indoors and maintain social distance. So in order to control the pandemic, the Government of India, announced its first stage of national lockdown for 21 days from March 25 to April 14.

Given the rising numbers of confirmed cases and deaths in the country, the lockdown was extended to May 3. This was the second round of lockdown. The government had to assure adequate supply of food and shelter for the underprivileged citizens, especially the unorganised working sector and daily wage labourers.

As many stood on the frontline—the doctors, policemen, drivers and grocery shop owners—fighting against the virus, the government needed to do everything for the safety of the real corona warriors.

The extended lockdown had both positive and negative implications on the people and society at large. As the global economy was now facing the worst recession, the impact was experienced by all.

With only essential commodities being produced, there was a negative impact on both the supply and demand side of the market chain, with a fall in GDP and rise in unemployment. Large scale industries like automobiles, steel and cement were badly hit.

Despite the negative impacts, there was a brighter side of the lockdown as well. The lockdown contained and reduced the number of COVID-19 infections and gave enough time to the infected patients to recover and break the chain of this invisible enemy.





## Practice Exercise

1. You are Sohail Hassan of class XII-B. Write an article for your school magazine, sharing the importance of young adults, as volunteers in one's local community, the need to do so and the benefits involved. Use the given cues along with your own ideas to compose this article.

**Importance for personal growth + community development**  
**Benefits: For self; new skills, experiences, a sense of purpose**  
**For community: positive impact**  
**What are the ways one could get involved?**

(CBSE SQP 2023-24)

- Ans. Importance of Young Adults as Volunteers

By: Sohail Hassan

Young adults today are more active than their elders as human resource. Young adults can be the driving force that can change the future of the society and the country as well.

Community development is mainly concerned with the issues which are important to a particular community. Young adults form a major part of the India's population and can be of great significance in community development. On the other hand, volunteering can help the young adults in their personal growth as it will make them learn new skills and will give them a valuable experience.

Young adults can make a positive difference in the lives of people around them. They are obviously more aware of the issues concerning the younger generation and so, can improve the things. Their involvement in community development not only helps in community development but also helps them develop new skills and interests. They can gain practical experience in a variety of areas such as event planning, communication and leadership. This can be useful in future job applications and can also be personally fulfilling.

Volunteering in one's local community provides the young adults opportunities for personal growth, self-reflection and a sense of purpose. Volunteering can benefit both the community and the individual. So, young adults should get involved and make a positive contribution to the community and the world around them.

2. You are Nishi/Nishant, a social worker, you feel that progress and advancement of India can be enhanced by educating the girl child. Write an article for the local newspaper expressing your views. You may use the cues given below:

**Advantages of Educating the Girl child**

- financial independence
- lead productive lives
- can participate in decisions that affect them
- build better future for themselves and their families.

(CBSE 2023)

Ans.

### Educating the Girl Child

By: Nishant

Education is the backbone of progress and advancement of a country. Education is a basic need and one of the fundamental rights. Educating the girl child is of paramount importance as it not only improves her life but also enhances the life of every person associated with her.

Women contribute a big part of the population in our country. So, educating the girl child is directly linked to the progress and advancement of our country. Education gives women confidence and strength to make better decisions. Education makes them independent enables them to develop skills and they can earn for themselves and their families. When girls are educated, they can contribute significantly to various industries and lead productive lives. They can even lead organisations and make them successful.

An educated woman knows what is good and what is bad for her. Education helps women to make good decisions and hence improves the quality of their life.

Educating the girl child is important for the progress and advancement of India. So, every girl child must be educated.

3. You are Rahul/Rekha. There are frequent power cuts in your locality. You strongly feel that it is time to shift to solar power. Write an article on the topic 'Solar Power: An Apt Global Solution for Energy Crisis'. Support your ideas with the cues given below:

- renewable energy
- reduce energy bill
- completely clean: no air or water pollution, no greenhouse gas effects, carbon free; no emissions
- low maintenance cost

(CBSE 2023)

Ans.

### Solar Power: An Apt Global Solution for

#### Energy Crisis

By: Rekha

The frequent power cuts are actually a great hindrance to the development and the comfort as well. We live in a world which is facing a global energy crisis. The increase in power cuts proves that energy demand is on the rise.

It is time to shift to solar power. Switching to solar power is an apt global solution for energy crisis. Solar energy is a source of renewable energy and it is the most abundant of all energy resources. Also, the use of solar power will surely help in reducing energy bill and ultimately help in getting low maintenance cost.

The use of solar power is completely clean as it causes no air or water pollution, there is no greenhouse gas effects, it is carbon-free and there are no emissions.



It is clear that solar power is environment-friendly and cost-effective. So, solar power is an apt global solution for energy crisis and we should shift to solar power.

4. Lately while reading a report in India Today about the growing number of obese children in India, you get alarmed and worried and feel like writing an article on the need of good food habits among students to be published in the local daily. Also suggest some tips to sustain good food habits. You are Sakshi/Saksham.

Ans.

#### Obesity among Children

By: Sakshi

With the recent advancement in science and technology, lifestyle in India has undergone a metamorphic change. Woman who was considered to be a mere tool to bear and rear children, has come out of the four walls of home. She has learnt to walk shoulder-to-shoulder with man. She is an equal partner in running the family engine. Hence, no time to spend in kitchen for a mother. This is how junk food—fast food fashion came into being which has become the major cause of obesity among Indian children. Several multinational food brands like McDonald's, KFC, Pizza Huts have popularised the concept of fast foods to such an extent that the concept of home made kitchen foods have almost become obsolete—out of trend. School going children feel their prestige low, if the mother packs the healthy Prantha with vegetable in their tiffins. Main culprit for this growing complex among children, is attractive ads flashed on the TV screen. They feel their head high when they carry maggie, burger or pizza in their tiffins.

All these fast foods may satisfy their taste buds but they never suit their digestive system. Oils and chemicals like ajinomoto used in these foods add to their weight and fat. Fresh home-cooked food is much better and stomach-friendly than these junk foods. This is the responsibility of the mothers to monitor their food habits. Their food should contain, green veggies, milk, cereals, pulses, leafy vegetables, fruits, nuts, eggs and curd. Junk food items only add to the fat and plump which leads to several diseases later on. Children must be taught to eat wisely. They should also be encouraged to take part in outdoor games. As one of the causes of obesity is the sedentary life style. Children remain glued to TV like couch potatoes. In short, healthy food and daily exercise will be greatly helpful in reducing obesity among children.

5. While reading about new places and searching for them online has its merits, the advantages of actually travelling to various destinations far exceed them. Write an article for the magazine Travel Times, evaluating both these options. You may use the cues given below along with your own ideas. You are Amrit/Amrita.

- Builds confidence
- Make friends and memories
- Experience new cultures
- Expands knowledge

(CBSE SQP 2020)

Ans.

#### Travelling

By: Amrit

Reading about new places and searching for them online may be a good pastime. The advent of the internet has brought a wonderful change in everyone's life. As far as reading about places and searching for them on the internet is concerned, it is a real visual treat that enables us to engage creatively with colour and fantasy, away from the prosaic physical white and black pages. It captures our imagination.

But when we talk of travelling to new places—reading lags far behind in its advantages— Travelling to new places has its own advantages— when we start exploring new places, we get better understanding of the people living there, including their culture, history, food habits and so on. Researches and surveys have shown that travelling improves our physical as well as mental health, enhances our creativity, builds self-confidence, widens our horizons of perspective.

Travelling also improves our social and communication skills. It ensures peace of mind as it temporarily disconnects us from our daily dull routine. Travelling helps us connect with different cultures, this gives us the opportunity to see issues and life challenges from a different angle. In short, one's knowledge increases with the realtime experience. The way food is for our healthy body similarly travelling is the food for the mind enriching our knowledge and boosting our confidence.

6. Today almost every newspaper is replete with the tragic news of road accidents causing deaths on the spot. With a view to creating awareness among people, Ministry of Surface Transport and Delhi Police have decided to organise a writing competition on the topic 'Need for Road Safety' as a part of their 'Road Safety Week' celebrations. Write your entry for the competition in the form of an article.

Ans.

#### Need for Road Safety

By: Saurabh

With rapidly growing population, need for automobiles has also grown. More and more vehicles run on the road. There always remains a crazy rush of traffic making the roads virtual death traps. Newspapers, local as well as national are replete with the news of road accidents. As per the recent survey, Delhi alone has a daily average of 30 recorded mishaps on road. The situation becomes worse mainly due to the violation of traffic rules and illegal encroachment on the busy roads. Statistics show that 80% of all road accidents occur due to human error. Modern lifestyle with constant use of mobile phones, consuming liquor



while driving and unreasonable craze for outdoing other vehicles is responsible for ever-increasing tragedies on the roads. India may boast of producing IT professionals of international repute, but they are poor drivers. Traffic sense seems meaningless to them and the signal lights mere formality. Disobeying red light signal has become their status symbol. Leniency on the part of police is another reason for road mishaps. Police let off the violators easily after getting their palms greased. People in power consider it their right to ignore the poor pedestrians and other small fries of the road.

The need of the hour is a meticulous traffic management. Encroachment must be stopped. Strict rules must be implemented for it. Traffic signals must be installed where there are none. Demonstrations must be administered in schools and colleges to create traffic sense among them. A sustained public awareness about the rules of the road and the fatal consequences of violation of these rules and strict implementation of law can only ensure road safety.

7. **Rising prices of essential commodities make life difficult for the common man. You are Nalini/Ranbir. Write an article describing the causes, possible solutions and how students can help their parents to cope with the problem.** (CBSE 2020)

Ans. Rising Prices of Essential Commodities

By: Nalini

Prices of essential commodities are ever on the increase. But during the last two decades, prices of almost all the essential commodities have been increasing at an alarming rate. These ever-soaring prices have caused great unrest and frustration especially among those who are living hand to mouth. Even those who belong to middle class are hit hard.

There are several causes of the unprecedented rise in prices. Black-marketing, hoarding, faulty credit system, over-population and improper system of distribution are some of the major causes of hike in prices. The standard of living of people has improved. People need more things than they needed in the yesteryears. The increase in demand affects the supply, leading to rise in prices. Sometimes natural calamities like floods, droughts and earthquakes also contribute to the rise in prices. Much food is being wasted in the marriages and parties. Production of food is not in proportion to the increase in population. With the breaking of joint family system, the cost of living has just doubled.

The government must bring down the prices of the essential commodities at least. Black-marketeers hoarders and profiteers must be brought to book. Family planning should be promoted to check the growth in population. Fair price shops should be opened in various localities. Production should be increased. Evils of corruption, smuggling and illegal gratification must be eradicated. Students can

also help their parents to cope with the problem by minimising their undue demands. Sometimes students, under the peer pressure, become crazy about having a fashionable lifestyle. They can choose to go to school by bicycle instead of scooty or motorbike. By using their good sense, students can help in many ways.

8. **The recent killing of Avni, the tigress, which had two 10-month-old cubs has disturbed you. You realise that human encroachment and the greed of land grabbing companies are the cause of this. Write an article to be published in 'The National Times' about your concern and the need to take urgent action to stop the decline in the number of tigers in India. You are Amit/Ambika Shukla.** (CBSE 2019)

Ans.

Protect the Tigers

By: Amit Shukla

The recent killing of Avni, the tigress, which had two 10-month-old cubs, was very disturbing. Human encroachment and the greed of land grabbing companies are to be held accountable for this.

It is quite clear that the forest area in our country, the natural habitat for wild animals, is decreasing rapidly. The interference by humans is not recent and this has increased the chances and risks of a human-wildlife interaction. Considering the decline in the number of tigers in India, prompt actions need to be taken to ensure that an incident like this does not happen again.

A major reason for the tigers becoming endangered is the loss of their natural habitat. We must understand that the extinction of a single species can lead to the disappearance of others and to the destabilisation of entire ecosystem. Thus, word needs to be spread more widely that the tiger and its habitat are under threat and they need our help. We need to support the protection of wildlife strongly. Human activities which lead to deforestation and put wildlife in danger must be stopped.

9. **Recent floods in many metropolitan cities of the country during the monsoon season laid bare the hollowness of the claims of the civic authorities of their preparedness. The poor had to bear the brunt of the problem while no one was ever held accountable. Write an article on the common man's woes during the monsoon and the need for accountability of the officials concerned. You are Sumit/Smita Verma.** (CBSE 2018)

Ans.

Common Man's Woes During the Monsoon

By: Sumit Verma

The monsoon always brings a relief from the scorching heat. But the unceasing rains and the recent floods in many metropolitan cities of the country laid bare the hollowness of the claims of the civic authorities of their preparedness. But no one was held accountable for the common man's woes.



A common man has to face several problems during the monsoon. The problem of water-logging in monsoon is never ending in the cities. Puddles, flooding of roads and muddy roads make life of the people difficult. In addition to this floods and landslides create havoc in the lives of people in the affected areas more often than not the concerned authorities start some kind of development work with the onset of monsoon adding to the problems the people have to face during the monsoon.

It is rather sad and unfortunate that neither the government nor the concerned officials come to the rescue of the poor who bear the brunt of the problem. The authorities have always neglected the need for planning and infrastructure to stop this seasonal flooding that wreaks havoc every year.

Actions at the right time from the state governments and the municipal corporations are required to address the common man's woes. Proper planning measures including functional drainage systems, the storage of rain waters for use in dry seasons and coordinated water and land use planning can help in controlling flooding of cities.

It is high time that the concerned authorities took responsibility and stopped blaming one another and started planning for easing the common man's woes during the monsoon.

10. According to 2011 census, literacy rate of hundred per cent or around has been achieved by only a couple of states in India. Illiteracy is found mostly among the old and the deprived sections of society.

**What can the youth do to spread literacy in society? Write an article on 'Role of students in eradicating illiteracy'. You are Karuna/Karan. (CBSE 2016)**

Ans. Role of Students in Eradicating Illiteracy

By: Karuna

Illiteracy is one of the biggest problems that the country is facing today. According to 2011 census, literacy rate of hundred per cent or around has been achieved by only a couple of states in India. Illiteracy is found mostly among the old and the deprived sections of society.

Students can play a very important role in eradicating illiteracy. They can devote a couple of hours to teach illiterates during their vacation. They can teach the illiterate adults and children in their area or the nearby villages. They can tell people about the importance of being educated. They can tell people that literacy will make them aware of various government schemes for their upliftment and growth. Literacy will also enable them to protect themselves from unscrupulous and shrewd people.

Students can also remove many of the social evils like communalism, superstitions, narrow mindedness, etc. From the minds of the illiterates. Students can seek help from educational institutes, National Literacy Mission, NGOs and social groups to eradicate illiteracy.

Students are the future of the country and they must take the initiative and adopt the motto 'each one teach one'. They can also create awareness through school programmes, media, theatre, etc.



## Chapter Test

- Q 1. In certain states of India, there is a great imbalance in the male-female ratio. This is the result of special treatment given to boys in the family. Why is it so? How can we change this mind set? Write an article on 'Gender discrimination in Society'. You are Karuna/Karan.
- Q 2. Education has always been a noble profession. Our ancestors received their learning at *gurukuls* and *ashrams*. Even in the near past, *pathshalas* (schools) were associated with places of worship. Today, education is fast becoming commercialised. Parents have to shell out a lot of money on coaching classes, tuition fees, etc. Write an article on 'The state of Education Today'. You are Natwar/Nimmi.
- Q 3. While watching T.V., what we generally dislike most are commercial breaks, yet, a number of advertisements do add to our information. Write an article on 'Advertisements as a source of Information'. You are Sumit/Sumita.
- Q 4. Women feel unsafe on the road, at their place of work and even at home. There is an urgent need to change the male mind set in its attitude towards women. Write an article on 'How to make women feel safe'. You are Tarun/Taruna.
- Q 5. India is an emerging economy. We are rich in natural resources. Yet a significant proportion of our people is living below poverty line. One cause of this poverty is our rising population. Write an article on 'How to Keep a check on Population'. You are Vineet/Vineeta.



## Report Writing

- ▶ A report is a written account or description of some event, accident, or investigation of an issue. It is purely objective in nature.
- ▶ A report can be a short paragraph a single page writing or a few pages according to its subject such as a newspaper report or a First Information Report (FIR) registered by the police, or a voluminous document, e.g. a report on the archaeological survey or the annual report of an institute or departmental or ministerial reports. In this way, we have various types of reports—newspaper report, enquiry reports, progress or action taken report, a police report, report of a meeting, etc., each having its own character and format. However, in this section of writing skills we shall deal only with newspaper reports and magazine reports covering accidents, events, functions and celebrations.

### Valuable Points to be Included in a Report

#### ▶ Accidents

- ▶ 3 W's—what happened, where and when
- ▶ 1 h—how
- ▶ People and vehicles involved
- ▶ Loss of life and property
- ▶ Details of the rescue and relief operations
- ▶ The scene of the accident
- ▶ Details of the—dead, injured, hospitalised
- ▶ Grants to the families of the dead and the injured
- ▶ Orders of enquiry by the government
- ▶ Warning—reminder—a comment on the negligence of the guilty—a recommendation on what needs to be done

#### ▶ Events/Celebrations

- ▶ Name of the event, e.g. Tree Plantation
- ▶ Occasion
- ▶ Date, time and place
- ▶ Chief guests/guests of honour
- ▶ Welcome details
- ▶ Inauguration
- ▶ Message by the chief guest
- ▶ Details of the cultural programme
- ▶ Prize distribution (if need be)
- ▶ Vote of thanks
- ▶ Conclusion
- ▶ Reporter's comment on the overall impression of the programme

#### ▶ Tips to be Remembered for an Effective Report Writing

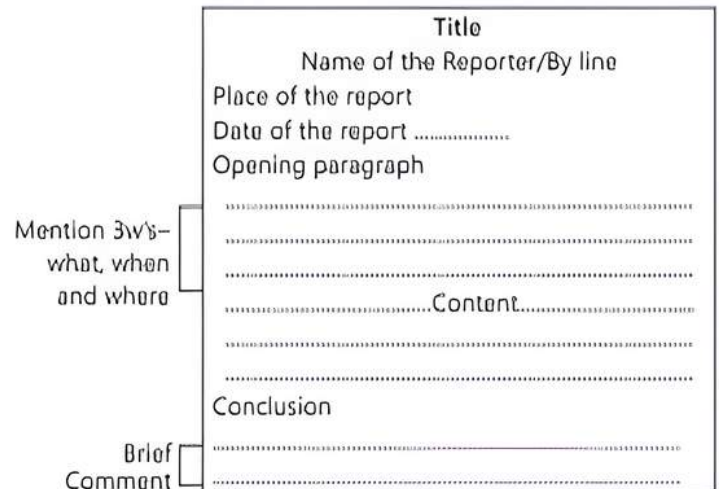
- ▶ Report must be based on facts and should be to the point.
- ▶ Must be written in passive voice as far as possible.
- ▶ Since a report is an account of the event which has already taken place, it must be written in past tense.
- ▶ Since your report needs to be concised, don't give explanations, stick to the relevant points only.

- ▶ A report, to be effective, must begin with a catchy heading running into small paragraphs each dealing with only one aspect of the subject, e.g. inaugural part—it should be only—how the event was inaugurated.

#### ▶ Format of a Report

- ▶ **Headline or Title:** Catchy and short
- ▶ **Byline:** Name of the reporter, his designation
- ▶ **Opening paragraph:** A brief mention of 3 w's—what, when and where; 1h—how.
- ▶ **Details:** Paragraph 2 and 3 should contain the details of the event being reported. Eyewitness account (in case of newspaper reports) should be included, viz. loss of life and property, cause of the accident and other details mentioned above in 'accident' column and events/celebrations column.
- ▶ **Conclusion:** A brief comment of the reporter on how the entire event influenced the life of the people.

### Format of Report Writing



#### Sample 1 (Newspaper)

- ▶ A massive fire due to short circuit gutted 50 odd shops in the congested area of Sadar Bazar in Delhi leading to loss of life and property. As a reporter with The Tribune, write a report for the newspaper.

#### Fire in Sadar Bazar

By: Rahul Tiwari

Staff correspondent, The Tribune

#### New Delhi, 5 March 20XX:

A massive fire broke out in the Sadar Bazar area of New Delhi yesterday. The fire took place at about 4.00 pm. It gutted around 50 shops which were adjacent to each other in the congested area of Sadar Bazar. This incident also took many lives and several people were injured badly. It caused an untold damage to property. The ambulance arrived immediately after the incident and took the seriously injured to the government hospital and the families of the dead were informed. The scene was extremely horrific.



The state government has announced compensation for the kins of the dead and the injured.

If the owners of the shops had got adequate earthing done, this fire accident could have been averted.

### Sample 2 (School magazine)

- Write a report, to be published in your school magazine, on the 'Annual Day Celebrations' of your school.

#### Annual Day Celebrations

By: Shweta XII B

The annual prize distribution function was celebrated by S.D. Public School on 20 December 20XX. The Deputy Director of Education, Mr P.K. Das was invited as the Chief Guest. Mrs Kapila Srivastava coordinated the entire function. The Principal Mrs Deepika Virmani welcomed the Chief Guest by presenting a bouquet.

The programme was initiated with the lighting of the lamp, which was followed by Saraswati Vandana sung by the students of class X. The annual report was read by Mrs Parul Kapoor for the year 20XX–20XX.

A short cultural programme was presented by the students of various classes. Ritu of class IX performed a beautiful *Kathak* dance which earned the applause of the audience. Then a dance drama was presented by the students of class V on the theme 'Trees are our best friends'.

*Yoga asanas* were presented by the students of class VI–VIII which won the hearts of everyone.

Then the prizes were given away by Mrs Das—wife of Mr P.K. Das, the Chief Guest.

The Chief Guest addressed the students and appreciated the efforts of the students and the teachers for making the event a grand show. He also emphasised the importance of moral values, good conduct and understanding of our rich cultural heritage.

The event ended with a vote of thanks by Mr Y.B. Sinha, the Vice Principal of the school followed by the National Anthem. It was pure fun celebrating the annual day.



## Practice Exercise

1. The RWA (Resident Welfare Association), Nandipura-II, launched a volunteer programme for the young adults in and around the neighbourhood, on 18 January 2023. As Sunitha J, the local correspondent of the neighbourhood newsletter, write a report, covering this event. Support your ideas with outline cues given below, to craft your report.

- which volunteer programme?: purpose of the launch event: its importance
- activities that took place: who attended?
- any key messages delivered?
- how were young adults encouraged to join the volunteer programme?
- any resources and information provided to attendees?
- any insight into follow-up activities planned?
- what impact is expected to be achieved in the community?

(CBSE SQP 2023-24)

Ans.

#### Blood Donation Camp in Nandipura-II

By: Sunitha J. Local correspondent. Newsletter

XYZ City, 18 January 2023

A blood donation camp was organised by the RWA, Nandipura-II in collaboration with the Red Cross Society, in the community centre of the society on 18 January 2023. The purpose of this volunteer programme was to urge and encourage the young adults, in and around the neighbourhood, to donate blood that can save many lives.

The camp started at 10 am and continued up to 3 pm. Around 350 adults, including college students,

attended the camp and donated blood. Dr Sanjeev Saxena, from the Red Cross Society, appreciated the efforts of the RWA and the young adults for their overwhelming response.

The secretary of the RWA, Dr Sanjeev Saxena and all the members of the RWA also donated blood. Refreshments were served during the camp. Certificates of appreciation and blood donor cards were given to all the donors. The secretary of the RWA proposed a vote of thanks to all the participants.

The camp was a huge success. All the attendees understood and realised the importance of blood donation. They all promised to continue the noble cause in future and serve humanity.

2. Your school has organised a seminar on cyberbullying and online safety. It was attended by counsellors and students from ten different schools. As a student reporter, write a report to be published in the school weekly. You are Rajshri/Rishi. You may use the following cues along with your ideas to compose the report.

date, day, time, venue, Speakers Dr Rao, Dr Sen, Dr Sidh discussion on perils of cyberbullying, measures to control it, legal aid.

(CBSE 2023)

Ans.

#### Cyberbullying and Online Safety

By: Rishi. Student Reporter

ABC City, 13 October 20XX

Last Friday, our school organised a seminar on cyberbullying and online safety in the school auditorium from 10 am to 12 pm. The seminar was



attended by counsellors and students from ten different schools. The purpose of the seminar was to make the students aware of the instances of cyberbullying and to tell them about the importance of online safety.

Dr Rao, Dr Sen and Dr Sidh were the guest speakers. They spoke on the perils of cyberbullying and even discussed the issue with the counsellors and the students. They emphasised that the students as well as their parents must be aware of the measures that can be taken to prevent and control cyberbullying because with the increasing use of the internet, the cases of cyberbullying are increasing rapidly. They said that online safety must be taken as a serious issue. They also discussed and made everyone aware of the legal aid that is available to the public.

The seminar was highly informative and turned out to be a huge success. The students requested the organisers to organise such seminars more often in future.

3. Your school recently conducted an inter-school Heritage Quiz Contest. As a student reporter, write a report of the event to be published in your school magazine. You are Amit/Archana. Mention day, date, time and venue.

**Know Your Heritage  
An Inter-School Quiz Contest**

- History
- Mythology
- Culture
- Monuments
- Handicraft
- Attractive prizes for audience question
- Friday 14th March, St. Marks School

(CBSE 2023)

- Ans. **Know Your Heritage An Inter-School Quiz Contest**  
*By: Archana*

An inter-school quiz contest 'Know Your Heritage' was organised by St. Marks School on Friday, 14 March 20XX. The contest was organised in the school auditorium from 11 am to 1 pm. The purpose of the quiz contest was to promote heritage awareness among the students.

The questions asked in the quiz contest were from various fields and sections like History, Mythology, Culture, Monuments, Handicrafts, etc. The quiz contained four rounds. Each round was interesting in its own way and tested the knowledge of the participants. Even the audience were allowed to ask questions in the 'audience question round'. Everyone felt engaged and excited. Attractive prizes were awarded for the 'audience question round'.

The event was highly informative and very interesting. The winners were awarded. Everyone appreciated the efforts of the organising committee. The quiz contest turned out to be a huge success.

4. The Ministry of Transport, New Delhi organised a one-day 'Auto-Mela' at the Institute of Driving, Saket to motivate women drivers to take up commercial driving. The day-long event was inaugurated by the Commissioner of Police, Mr S.P. Mehra.

The event started with an introduction to commercial driving—its rules and regulations. This was followed by a basic training session in self-defence, a run through of the licensing procedures and a sale of second-hand cars. You are Anita/Anil, Staff Reporter of 'The Daily News'. Write a report mentioning date, main features, purpose and response of participants.

(CBSE 2022 Term-2)

Ans.

**Auto-Mela**

*By: Anil, Staff Reporter, The Daily News*

**New Delhi, 13 May 20XX**

A one-day 'Auto-Mela' was organised by the Ministry of Transport at the Institute of Driving, Saket on 12 May 20XX. The main purpose of the event was to motivate women drivers to take up commercial driving.

Mr S.P. Mehra, the honourable Commissioner of Police inaugurated the day-long event.

He declared the event open by cutting the red ribbon. He started the event with an introduction to commercial driving—its rules and regulations. He gave a short yet wonderful speech. This was followed by a basic training session in self-defence for the women drivers. A run-through of the licensing procedures and a sale of second-hand cars were also the parts of the event. People visiting the 'Auto-Mela' were given the opportunity to take a test-drive of the available models of commercial vehicles. All the participants were very happy as the event was very well organised. They expressed their wish that such events should be held more often.

5. Recently a cultural programme was arranged in your school for raising funds to help an association for handicapped children of your city. Write a report on it to be published in your school magazine.

- Ans. **A Cultural Programme for Helping the Handicapped**  
*By: Pulkit - XII A*

Last week, a cultural programme was arranged in our school with the help of local people for raising funds to help an association for handicapped children. A one-act play called 'God's people' was staged. It was appreciated by one and all. Then songs and dance followed. Everyone gave them a standing ovation. My friends presented Bhangra. It received a great applause. The programme ended after four hours at 7 pm. The money collected from tickets and voluntary donations amounted to ₹ 70,000. The total amount was sent to the Mitr—an association for handicapped children of our city. All the teachers and the students were very happy as our programme turned out to be a great success.



6. Ranikhet district, Uttarakhand, on the occasion of Basant Panchami celebrations had organised a three-day cultural festival. You are Bhupinder/Priyanka Bisht. Your newspaper had deputed you to cover the inaugural event of this festival. As a newspaper reporter, write a report about the same.

(CBSE SQP 2020)

Ans. **Basant Panchami Celebrations**

*By: Priyanka Bisht*

**Ranikhet, 15 February 20XX**

A three-day cultural festival was organised in Ranikhet district, Uttarakhand, on the occasion of Basant Panchami celebrations. The festival began on 14 February 20XX.

Its Inaugural ceremony was performed by Mr R.K. Rawat, the honourable District Magistrate of Ranikhet. He declared the festival open after cutting the red ribbon and gave a short yet wonderful speech. The Inaugural event was very well organised. As it was the festival of Basant Panchami, the entire decoration was done in vibrant yellow colour. Even the cultural items presented by students from various schools of Ranikhet had the yellow theme. As Basant Panchami marks the birthday of Goddess Saraswati, the Inaugural ceremony commenced with Saraswati Vandana, which was performed by a little girl in the form of a classical dance. Tiny tots came beautifully dressed in bright yellow attires. The DM awarded two prizes to Basant Prince and Basant Princess. The marketplace had become the hub of main attractions which attracted big crowds of people of all ages. At the end yellow sweets (Laddoos) were distributed amongst all present there as the holy prasadam.

7. Your school has renovated the school library recently. Prepare a report to be published in your school magazine.

Ans. **School Library – Renovated**

*By: Atul Head boy*

The reporter visited the library on several occasions and interviewed the librarian and the visitors to the library. The library has a very congenial atmosphere. It has an attractive ambience. Its interior is properly lit with windows in front to let in fresh air. As compared to its old look, it has tables and chairs and enough space for the students to read and write. The new library has a very good collection of books which caters to the needs of all students and teachers as well. The catalogue system and issuing of books are fully computerised.

The present library regularly subscribes to 15 newspapers in English and Hindi and 30 magazines monthly as well as weekly, which include comics, sports periodicals, science and general knowledge. The library is fully equipped with all the modern gadgets like, e-board, OHP (Over Head Projector), computers on each table, CDs, PDs (Pen Drives). It has a small

pantry/refreshment corner too. Air conditioners are also installed to make it comfortable for the visitors during scorching hot days. In a nutshell this can be described as an exemplary library.

8. On your way to school, right in front of the school gate, you saw a verbal dispute leading to a physical fight between an auto rickshaw driver and his passenger. A teacher of your school intervened, found out the cause of the quarrel and amicably resolved the issue (problem). Write a report on the incident. You are Balbir/Bimla. (CBSE 2020)

Ans. **Fight between an Auto Rickshaw**

**Driver and a Passenger**

*By: Balbir*

**Student K.V.P.L., Meerut**

**Meerut, 27 February 20XX**

Yesterday when I was about to reach the school, I was shocked to see a huge crowd near the school gate. On reaching close I found that an auto rickshaw driver was fighting with one of his passengers. Hot words were being exchanged. Soon this verbal combat converted into a physical fight. They started hitting each other. It seemed that there was some misunderstanding regarding the fare. The auto rickshaw driver was demanding ₹ 50 whereas the passenger was adamant to pay him ₹ 30 on the ground that he usually paid that amount for this distance. Meanwhile Mrs. Rashmi, the chief coordinator of the school came out and intervened. She separated the two apart and asked them to keep their calm. She asked them what the cause of the quarrel was. She listened to their stories one by one. Mrs. Rashmi asked the passenger, who seemed to be quite well-off, to pay the poor driver his due amount. Finally, the entire matter was resolved quite amicably.

9. The eminent psychologist, Dr Madhumita was invited by your school authorities to speak to the students on the topic, 'How to maintain robust mental health?' She delivered a lively speech without using any medical technical term. After the lecture the students asked many questions especially about how to cope with stress during examinations. Dr Madhumita addressed their concerns very patiently and gave them some very useful tips. Write a report for your school magazine describing the session with the psychologist. You are Noor/Hilal Head girl/Head boy, National School, Sonipat. (CBSE 2019)

Ans. **A Session with the Psychologist**

*By: Hilal Head boy*

**National School, Sonipat**

Our school invited the eminent psychologist, Dr Madhumita to speak to the students on the topic, 'How to maintain robust mental health?' on 5 February 20XX without using any medical term:



Dr Madhumita enlightened the students on the need to maintain story mental health. She delivered her speech, with remarkable ease. She held the attention of all the students, who were mesmerised by her words of wisdom. After the lecture, many students came up with numerous questions, especially about how to cope with the stress during examination. Dr Madhumita addressed their concerns very patiently and gave them some very useful tips on being calm and composed. She even demonstrated a few techniques to help in relieving stress.

The session turned out to be a huge success. The students requested Dr Madhumita to take out more time for such sessions in future also.

10. **MMD School, Nashik, recently organised a science symposium on the topic: 'Effect of Pollution on Quality of Life'. You are Amit/Amita Raazdan, editor of the school magazine. Write a report on the event for your school magazine.** (CBSE 2018)

Ans.

### Science Symposium

*By: Amit Raazdan, Editor of the School Magazine*

A science symposium was organised by MMD School Nashik on the topic 'Effect of Pollution on Quality of Life' in the school auditorium on 5 March 20XX. All the students of class XII Science Stream participated in this programme. The symposium began with felicitations of chief guest and the guest speakers who had been invited from various other schools. Mr T.P. Aggarwal, the director of the symposium acquainted all the participants with the aims and objectives of the workshop. Mr A.K. Tiwari, Principal of Kendriya Vidyalaya Pawai who was one of the resource persons spoke elaborately on the necessity of dealing with the menace of pollution.

The session halted for half an hour for lunch. After the lunch break Mr H.S. Pandey, another resource person, spoke about various kinds of pollution. He also showed the PPTs which enthralled the participants.

Mr D.P. Desh Pandey, the head of science department D.A.V. Public School, Nashik, spoke about the various ways to reduce the pollution.

At the end Mr K.P. Kulkarni, Principal MMD School, Nashik delivered a vote of thanks to all the guest speakers who spared their precious hours to make the symposium a grand success.

11. **You are Usha/Umesh. The World Book Fair which lasted for a month in your city was the hot topic of all book lovers. Write a report on it for publication in a newspaper.**

Ans.

### World Book Fair

*By: Usha*

Reporter 'The Flame'

**Chennai, 18 December 20XX**

The World Book Fair was inaugurated in our city on 19 November 20XX. Leading publishers from all

over the world participated in it. Visiting the Book Fair became a craze for the book lovers. Attractive designs, multi-coloured pictures, fine printing, hard bound library covers were quite fascinating. Foreign books on IT, computer science, medical science and engineering were much in demand. Books on English literature, language and grammar published by leading overseas/Indian publishers also attracted the buyers. The interactive sessions with the authors were quite illuminating and proved to be a rewarding experience. Children's books from different countries were also available. Comics and cartoons were sold briskly. In short, the book fair created a new enthusiasm for learning and an awakening among the book lovers.

12. **You visited an old age home and were very disturbed by the scene there. Write a report on your visit. Use the following hints. You are Keshav/Kanika.**

– cramped accommodation – unhygienic conditions  
– food, not good enough – poor medical facilities  
– uncivil behaviour of staff. (CBSE 2020)

Ans.

### Visit to an Old Age Home

*By: Kanika*

**XYZ City, 20 March 20XX**

The reporter recently visited an old age home. Several rooms were full of old women at Nari Niketan, the old age home. Among them were mostly widows. They were living in cramped accommodation under unhygienic conditions. In the name of food, they were given four chapatis of wheat flour, dal and rice of not good quality. Milk could be thought only in dreams. Nominal breakfast was taken by those unhealthy widows. Sanitary arrangements were of very poor quality. Bathrooms and toilets were not clean. Faces of old women were not in bloom. Medical facilities were not of good quality. There was no doctor, no nurse and no other medical staff to give the treatment if someone falls sick. Even the behaviour of staff was uncivil with old women. The scene there can disturb anyone.

13. **A T20 cricket match was played between your school ACE Public School and DFG Public School, Lampur. Your team won the match by 4 wickets. Write a report on the same for your school magazine. You are Sapna/Sridhar.**

Ans.

### An Exciting T20 Match

*By: Sridhar*

A T20 cricket match was hosted by ACE Public School on 20 March 20XX. The match was played between ACE Public School and DFG Public School, Lampur. Mr V.K. Desh Pandey was the honourable Chief Guest. The visitor team won the toss and chose to bat first. The opening batsmen played so well that they scored



100 runs in 10 overs. The huge crowd of students who had gathered in the playground cheered their respective teams. But then the match turned. By the end of their 15th over, the batting team had lost all its wickets for 120 runs.

Now, it was the turn of ACE Public School. Captain Amar Saini and Vineet Kohli opened their innings. Captain Amar hit a four on his first ball. Vineet also scored two sixes. The spectators seemed excited. Both of them were out after making only 50 runs in 10

overs. Four more wickets fell quickly without scoring much. Then Rohit and Rahul came to the crease. They played comfortably hitting sixes and fours. The team scored another 71 runs in just 7 overs. It was an exciting end with the ACE team winning the match by 4 wickets.

Mr V.K. Desh Pandey, the chief guest, presented the trophy to ACE Public School. Rohit Khanna was declared the man of the match for his wonderful performance.



## Chapter Test

- Q 1. You are Sandhya/Sohan an active member of the Animal Lovers Club which works for the welfare of animals by preventing cruelty to them. Recently you visited Mahatma Gandhi Animal Care Home. You were pleasantly surprised to see the good treatment given to the animals. Write a report on your visit.
- Q 2. You are Karan/Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Students are being taken to teach the children of that village on a regular basis. Write a report, for your school magazine, on the various programmes organised there.
- Q 3. An NGO, 'Health for All' organised a health check-up camp in a slum at Amritsar. You are Ruchika/Raunak, and you visited the camp. Write a report covering arrangements such as registration, check-up, tests carried out, etc.
- Q 4. Cultural Society, Sunshine Public School, Nellore organised an adult literacy camp in its neighbourhood. Write a report on the camp for your school magazine. You are P.V. Sunitha, Secretary.
- Q 5. In your locality, a blood donation camp was organised by an NGO— 'For Your Health'. Many people visited the camp and donated blood. Write a report for a local newspaper covering the arrangements.

