



INDIAN SCHOOL DARSAIT

Class XII English Core—Writing Skills--A Quick Revision

1. Notice Writing (50 words)

You are Pavithran /Pavana, Cultural Secretary of Springdale School Agra. Draft a notice for an Inter-School Dramatics Competition in about 50 words.

Springdale School Agra

NOTICE

5 March 2018

Inter School Dramatics Competition

An Inter School Dramatics Competition is being organized on 5 April at Tagore Theatre at 5 pm. Those students willing to take part in the item, our school is presenting should come for selection on 10 March 2018 at 10 am in school auditorium. Only Classes VI to XII are eligible. The participants should arrange their costumes.

Pavithran

Cultural Secretary

You are Vikram, School Captain of Meerut Public School, Varanasi. Write a notice informing the students of Class XII about a guest lecture by Mr. Rajiv, an environmentalist, on the topic 'Conservation of Water'. Write the notice in not more than 50 words.

Meerut Public School, Varanasi

NOTICE

5 March 2018

Guest Lecture by Environmentalist

All students of Class XII are informed that there will be a guest lecture on 'Conservation of Water' by renowned environmentalist Mr. Rajiv on 9 March 2018 at school auditorium from 10.30 am to 11.30 am. Attendance is compulsory. For more information, contact the undersigned.

Vikram

School Captain

2. Advertisements (classifieds)

- (a) You are General Manager of Brakes and Brakes India Limited, Cochin. You want sales executives for your company. Draft an advertisement to this effect. (50 words)

Situation Vacant

Wanted smart and young people, preferably with a marketing diploma to be appointed as sales executives. Candidates with excellent communication skills preferred. Good salary and other benefits offered. Walk-in-interview on 8 March 2018 between 10 am and 5 pm at Hotel Plaza. Those interested may contact General Manager, Brakes and Brakes Limited, `Cochin.

- (b) You want to sell your furniture as you have been transferred to Bangalore. Prepare a suitable advertisement in not more than 50 words.

For Sale

Available used furniture such as sofa, dining table with chairs, double bed, and cupboards in good condition and at attractive prices for sale, family transferred. Interested party may visit for a look between 5 pm and 9 pm on 10 March,2018 For details, please contact 9806767856, Suresh, 14 Preet Vihar, Hyderabad.

- (c) You want to let out your flat. Draft a suitable advertisement.

To Let

Available a two bed room flat with bath, kitchen and terrace for affordable rent. Facility for car parking, church, school and hospital within the vicinity of three kilometers available. Interested parties may contact: John - 9867345678

You have lost your passport at the airport. Write an advertisement for the Lost and Found column of a newspaper.

Lost and Found

An Indian passport along with other travel documents, in a blue pouch, has been lost at Indira Gandhi International Airport Delhi. One who finds it, kindly return it to Ajay Arora, B-6 Heena Apartments, New Delhi, Phone: 9534897098

3. Invitations (card format)

- (a) Your school is organizing its Annual Day celebration on 15 March 2018. You were asked to prepare an invitation (formal) of the same to be sent to the parents and other well-wishers of the school.(card format)

SCHOOL LOGO	<p>The Principal, staff and students of</p> <p>BLOSSOM SCHOOL, INDORE</p> <p>request the pleasure of your company on the occasion of</p> <p>ANNUAL DAY CELEBRATION</p> <p>to be held on Thursday, 15th March 2018 at 6 p.m the School Auditorium</p> <p>MR. RAKESH VERMA District Collector, Indore has kindly consented to be the Chief Guest</p> <p>R.S.V.P.: 24786693 blossom@gmail.com</p>	<p>Dress Code: Formal</p>
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- (b) You are the Principal of ABC Academy, Pune. You want to invite a dignitary as the Chief Guest to preside over your school Annual Sports Day. Draft a suitable invitation. (letter format)

ABC Academy
New Model Town
Pune-256784

5 March 2018

Mr. V.K Malhotra
District Magistrate
Civil Lines
Pune-256784

Dear Sir,
Subject Invitation for Annual Sports Day

It is a matter of great pride that our school is celebrating its 25th Annual Sports Day on 15 March 2018 from 2.30 pm at the school ground. We shall consider it a great favour if you could grace the occasion by presiding over the function as the Chief Guest and give away the prizes.

Soliciting a line in reply or an e-mail at abc@gmail.com

Yours faithfully

Vijay

VIJAY KUMAR
Principal

- (c) Mr. and Mrs. John of 14, Executive Corner, Patna have decided to have a party on the twenty-first birthday of their son, George. Write the invitation (informal) giving details of the date, time and venue. Do not exceed 50 words.**

14 Executive Corner

Patna

5 March 2018

Dear Aparna

We have much pleasure in inviting you to the 21st birthday party, which we are hosting for our son George, at 6.30 pm on 8 March 2018 at our residence.

We hope that you will be able to come.

Yours sincerely

Mr. and Mrs. John

4. Letter writing

- (a) You are Krishnan/Krishna of 17, Matha Street, Chennai. You are very much worried about the increasing number of road accidents due to speeding vehicles in your area of the city. Write a letter to the Editor of a newspaper highlighting the issue so as to bring the matter to the people concerned. (150-200 words)

17, Matha Street

Chennai

5 March 2018

The Editor

The Hindu

Chennai

Subject: Increase in road accidents and deaths

Sir

Through the columns of your esteemed newspaper, I would like to draw the attention of all concerned towards the issue of increasing road accidents in the city.

The rash and unchecked driving is the main cause. The recent hit and run cases on the main road are examples of this phenomenon. The outskirts of the city also show the same. A close view of the situation reveals numerous loopholes in the system. It has been observed that many of the accidents are due to careless driving that takes innocent lives. In some cases, it is found that the drivers have used either mobile phone while driving or driven the vehicles after being drunk. Some of the roads in the city are without proper lights, which also become yet another cause of accidents.

Policing needs to be increased on roads, especially at peak hours. There should be speed limit on the city roads and anyone found over speeding or engaged in any traffic violations should be heavily fined or severely punished. Roads should be lighted adequately so as to have a better vision. I am sure that if these suggestions are taken seriously and implemented the city roads will become safe again for the people to use.

Yours truly

Krishna

KRISHNA KUMAR

- (b) You happen to see an advertisement published in The Hindustan Times recently inviting applications for the post of Public Relations Officer in Fancy Boutique, Noida. You are Arun/Arunima, M-132, R.K Apartments, Vasant Vihar, Delhi and write an application for this post with CV attachment.

M-132, R.K Apartments

Vasant Vihar

Delhi

5 March 2018

The Director

Fancy Boutique

Noida

Sir,

Subject: Application for appointment as Public Relation Officer

This has reference to your advertisement in the Delhi edition of The Hindustan Times dated 28February 2018 inviting applications for appointment to the post of Public Relations Officer in your boutique. I submit my CV for your perusal and kind consideration for appointment

I am a graduate in Textile and Fashion Designing with two years of experience as Relationship Manager in a reputed Boutique.

If given a chance to serve your firm I would assure of my dedicated work.

Yours faithfully

Arun

ARUN KUMAR

Curriculum Vitae

Name	:	Arun Raj
Father's Name	:	C.R. Raj
Date of Birth	:	15.07. 1991
Age	:	23 yrs.
Marital Status	:	Single

Address with contact No. : M-132, R.K Apartments, Vasant Vihar, Delhi,
P.O Box- 076156, Ph.No. 9867023789

E-mail ID : arun@gmail.com

Academic Qualifications :

Name of the Exams	Board/University	Year	Subjects	Division with percent
Sr. Secondary	CBSE Delhi	2008	Commerce stream With English and Fashion Designing	First (85%)
B.Com	Delhi Univ.	2011	Textile and Fashion Designing	First (79%)

Work Experience : 2 years in Excellent Boutique, Gurgaon as Relationship
Manager, still working

Languages known : English, Hindi, Punjabi

References : Dr. Rakesh Nair, Head, Fashion Designing
Delhi University
Mr. Nandapal V.K,
Director, Excellent Boutique, Gurgaon

(c) You happen to see an advertisement in The Times of India regarding a course in spoken English offered at Institute of English, Hyderabad. You want to join this course keenly. Write a letter to the Director, Institute of English, Vikas Nagar, Hyderabad for seeking information about the course and the prospectus.

C-545 Defence Colony

Vijayawada

5 March 2018

The Director

Institute of English

Vikas Nagar, Hyderabad

Sir

Subject: Information regarding course in Spoken English

With reference to your advertisement in The Times of India dated 27 February 2018 regarding a course in spoken English, I would like to join this course. I will finish my final examination of Class XII in the month of April and will have about three months at my disposal. I am interested in utilizing this period to improve my language proficiency.

I shall be highly grateful if you send me a detailed prospectus containing the following information: the duration of the course, fee and mode of payment and the availability of hostel

I am enclosing herewith a self-addressed envelope along with a draft of Rs 500 towards prospectus fee. An early action is highly appreciated.

Yours faithfully

Vishal

VISHAL KUMAR

- (a) You are Ashok Chopra, Finance Manager, P.N.S School, M.G Road, Surat. Write a letter to M/s Globe Sports Dealers, G-22 Green Park, Ahmadabad placing order for the sports material needed for your school. Give specific details.

The Finance Manager

P.N.S School

M.G Road

Surat

5 March 2018

M/s Globe Sports Dealers

G-22 Green Park

Ahmadabad

Sir

Subject: Order for Sports Material

We wish to place a bulk order for the sports items as your quotations have been approved. Since we have been buying sports goods from you for a decade now, we hope to get a discount of 20% as against 15% mentioned in your quotation. Kindly arrange to supply the following within a fortnight:

S. No.	Item	Specification	Quantity
1	Cricket Bats	V-500	10 nos.
2	Cricket Balls	Duke	25 nos.
3	Badminton Rackets	Globe	10 pairs
4	Shuttle Cocks	Crown	2 boxes
5	Basket Ball	Globe	10 nos.

The goods should be delivered at the school office on any of the week days between 2 pm and 5 pm by 25th March 2018. Payment will be done through demand draft within 15 days of receipt of items in good condition. Damaged goods should be replaced within a week. While dispatching the goods kindly ensure that these conform to the specifications as well as specimens provided to us. Please confirm the receipt of the order.

Yours faithfully

Ashok

ASHOK KUMAR

5. Article writing

- (a) Write an article in 150-200 words on the topic, 'Poverty is the Cause of all Evils', to be published in the Young World column of 'The Hindu', Chennai.

Poverty is the Cause of all Evils

By Nived Sunil

As the margin between the rich and the poor widens, global poverty today has increases. Poverty in today's global scenario has become the root cause of all evils, because it has the power and the

ability to make people compromise their once held and respected moral values, cultural and religious beliefs. Poverty has created a new race of people with common marks of frustrations, loss of hope, prospects and value of life.

It has no borders. Poverty has pushed societies to lose human hearts and compassion for others. If one is hungry and has no means of stuffing the aching stomach with food, stealing may become an opted solution for many. Life becomes the survival of the fittest, and in order to survive, people engage in some sorts of crime such as robbery, fraud, money laundering. Every day the newspapers are full of reports on crimes. The riches of the world entice them to resort to crimes, as they cannot have them. Education is imparted as the means to escape poverty and it often is. The poor get little or no education.

Thus, they often do not even know certain things that may help them improve their situation. It is the duty of the prosperous class to help those who struggle to make a living. Government of the day can do wonders if they bring in equality by uplifting the poor through various schemes.

(b) Write an article in 150-200 words on the ‘Benefits of Meditation’

Benefits of Meditation

By Karthika

Meditation is the best medicine for our mind. It is a practice in which an individual trains the mind or transforms the mind to realize the benefit of inner peace or enlightenment.

Meditation begins by halting the activities of the brain for some time and going into a state of stillness or silence. In today’s time, where one’s life is immersed in the waters of immense stress as a repercussion of pressures emanating from excessive materialism, professional success, social acceptance, etc meditation comes as a heavenly refuge.

Thousands of years ago, a wandering prince sat under a tree, vowing not to rise until he attained enlightenment. After a long night of deep meditation, Siddhartha Gautama, better known as the Buddha, saw the light and declared that suffering is subjective and can be reduced through self-awareness.

Many studies have shown that meditation not only has mental but profound physiological effects on the body. Thus, to catch the most elusive peace of mind, meditation is an exercise not to be missed. It should be followed daily and be supported by a healthy life style and healthy diet. Only a 15-30 minutes of this practice daily can have a magical effect on one’s life.

6. Speech Writing

(a) Media has a strong hold on society. Write a speech in 150-200 words, on how media influences public opinion, to be delivered in the school assembly.

MEDIA & SOCIETY

Respected Principal, teachers and my dear friends,

I, Atul Raj of Class XII A will enlighten you on the fact that media has a strong hold on society.

Media influences public opinion significantly because people believe as true whatever the media depicts, whether it is the electronic media like TV and Radio, social media like Face book and Twitter, cyber media like the Internet and e-mail or the print media like newspapers and magazines. However, in some cases, the actual situation is very different from what is depicted in the media. Media dramatizes the information to serve its own ends, but to gain popularity.

Everybody, definitely, is exposed to various media in one form or another. People are not always able to separate fact from opinion and believe or disbelieve what they see, hear or read. This moulds their opinions and actions, thus enabling the media to have a strong hold on society.

To wind up my words let me tell you that all of you should differentiate fact from opinion and form your own viewpoint accordingly.

Thank you!

7. Debate writing

- (a) You are Sameer of Class XII. Write a debate for the motion in about 150-200 words on the topic ‘Entrance tests are the right method for selecting students for undergraduate courses’.

‘Entrance tests are the right method for selecting students for undergraduate courses’.

Honourable Chairperson, Respected Members of the Jury, teachers and my dear friends,

Today, I am here to speak for the motion, ‘Entrance tests are the right method for selecting students for undergraduate courses’.

I submit that language acquisition till Class XII does not test the true abilities of students. The reason is that language is not taken seriously by the students during school days. In addition, Board results do not necessarily reveal the true potential of students, as they do well in the Boards by mugging up answers to typical questions without a proper understanding of the same.

In contrast, a properly designed entrance test not only tests the aptitude of students for a prospective course, it actually brings out their capabilities. In addition, an entrance test will ensure that only students who are genuinely interested in the course will take it. Considering all this, I strongly feel that entrance tests are the right method for selecting students for undergraduate courses. With this, I rest my case.

Thank you!

- (b) You are Saira of Class XII. Write a debate against the motion in about 150-200 words on the topic ‘Entrance tests are the right method for selecting students for undergraduate courses’.

‘Entrance tests are the right method for selecting students for undergraduate courses’.

Honourable Chairperson, Respected Members of the Jury, teachers and my dear friends,
Today, I am here to speak against the motion, ‘Entrance tests are the right method for selecting students for undergraduate courses’.

There is no denying the fact that Board exam results are a good yardstick of students’ abilities, as they judge adequately fourteen years of language acquisition during schooling of the students. In addition, students are under a lot of stress after studying continuously for one whole year while preparing for the class XII Board exams. Adding another entrance exam on top of this will put too much pressure on the students.

This is particularly true because usually the format of an entrance test is quite different from that of Board exams, meaning that students will have to prepare separately for it. The JEE-IIT is a good example of this. It will make them exhausted and their inability to clear it in good percentage will definitely lead them to a loss of hope and spirit in life.

Thus, I submit that students seeking admission for undergraduate courses should not be asked to appear for an entrance test, but should be considered based on their results in the Board exams. I, therefore, oppose the motion.

Thank you!

8. Report writing (for school magazine)

- (a) Write a report for your school magazine describing about a four day seminar and workshop for PGTs held recently in your school.(150-200 words)

Workshop for Teachers

By Ajay Kumar

A four-day seminar and workshop was held at KVM School, Lal Nagar, Gwalior. More than hundred PGTs teaching class XI and XII attended the workshop. The session commenced with the welcome address by Mr. Arun Gopan from DPS Delhi. His focus of attention was to guide the teachers to motivate the students to achieve academic excellence as well as their holistic development. School Principal Mrs. Sherly John gave introduction of all the guests present there.

The unique feature of this seminar was the expert guidance in various fields like yoga, natural healing, career counselling and personality development. Experts of different subjects also conducted orientation programme for the teachers so that they could upgrade their methodology

of teaching. Eighty teachers from schools across Gwalior, Jaipur, Delhi were oriented with ways to incorporate new technological and educational methodologies in their teaching.

Making integrated and detailed lesson plan was the theme of the programme. Inquisitive questions, values of content, suggested activities, questions to assess etc were some of the pedagogical attributes discussed during the programme.

- (b) Write a report for your school magazine describing the inaugural function of Inter-school Literacy Week Festival organized by your school.(150-200 words)

Literacy Week Celebrations

By Ms.Sonali Kundu, XII A

Our school was privileged to host the inaugural function of Inter-school Literacy Week Festival on 28th February 2018. The function had a galaxy of committed people who have furthered the cause of literacy in their own different ways. The chief guest for the occasion was Shri Amod K. Kanth, Former Joint Commissioner of Police, Southern Range Delhi.

The programme started by lighting of the lamp by the chief guest followed by his address. The cultural event started with Saraswati Vandana and a group song sung by the students of middle wing under the guidance of Mrs. Sujata Goel. Young students also staged an interesting skit. However, the highlight of the function was the ‘Nukkad Natak presented by the students of Deepalaya, an organization committed to providing a better life to the children of the slums and underprivileged class.

The function was concluded by students taking a pledge, committing themselves to remove literacy. The event concluded with the vote of thanks by the Principal, Mrs. Sudha Banarji.

9. Report writing (for Newspaper)

- (a) You are Kiran/Keerthana, a staff reporter of The Indian Express. You have been asked to pay a visit to the site of the bus-train collision at a manned railway crossing near Pulwa station. Based on the first-hand information, write a report in about 150-200 words.

Bus-Train Collision-7 Dead and 10 Injured

By Kiran (staff reporter)

Faridabad, 22 January 2018: Seven schoolchildren were killed and ten injured when the Taj Express rammed into a school bus at a manned railway crossing near Pulwa station, 15 kilometers from here, on Sunday. Three of the injured are said to be in a critical condition.

The accident occurred at around 8.30 am. The crossing had been closed but was opened by railway gate man on a request from the bus driver who was in a hurry to get the students to school. Neither of them saw the train coming as the fog had reduced the visibility almost to zero. As the bus sneaked through the gate, the train rammed it from behind. The Railway has launched an investigation. A case has been registered against the bus driver.

The Railway announced Rs. 5 lakhs in compensation to the families of the dead. Rs. 1 lakh each for the seriously injured and Rs. ten thousand each for those with minor injuries. It will also consider giving jobs to relatives of the dead who belong to the poorest of the poor section. In addition, the U.P Government announced ex-gratia payment of Rs. 5 lakhs to the families of the deceased and Rs. 1 Lakh each for the injured as well as free medical treatment.

- (b) You are Raj/Rajini, a staff reporter of The Tribune. You have been asked to visit the flooded areas of Guwahati and write a brief report to be published in the newspaper. Write the report in 150-200 words.

Assam Hit by Worst Floods in Ten Years

By Raj (staff reporter)

Guwahati, 18 July 2017: Assam is reeling under the worst ever floods in the last ten years. In the first wave alone from April to June, 126 people have died and over 700 animals drowned. According to state disaster management, five lakh people have been affected and 500 villages are still flooded. The flood has destroyed the infrastructure, which includes massive destruction to as many as seven national highways. Roads have been damaged, bridges have been washed away, school buildings have been collapsed, and train connectivity to the area has been damaged by landslides.

State government has launched exhausting rescue operation. They deployed boats and other rescue equipment at different locations. Realizing the gravity of the situation the task force equipped with boats, life jacket, medical aid and relief materials including food and water reached the flooded villages. The people facing imminent danger were immediately evacuated. Helicopters were also used for dropping relief materials in areas cut off by the flood. National Disaster Management Authority is monitoring the relief and rescue operations.