

XI DISCOURSES

WITH

FORMAT

&

GUIDELINES



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FORMAL LETTER

LETTER TO EDITOR / LETTER OF COMPLAINT

Letter to editor and letter of complaint are formal letters. Letters of complaint are for addressing a grievance over a matter or product or service. Letters to the editor are a great way to get the message to the broader audience and create a public opinion.

GUIDELINES

- Open the letter with sender's address (From Address)
- Then write the receiver's address.(To Address)
- Give simple salutation – **Dear Sir/ Dear Madam** followed by punctuation 'comma'
- Subject line should give the purpose of letter
- Open the letter by introducing the purpose.
- Give the information in a clear and logical way.
- It should end with complimentary close- **Yours truly/ Yours sincerely** followed by 'comma' in the right bottom
- Date can be written either in the left bottom or a line space after the sender's address

SAMPLE FORMAL LETTERS

1 .Almost all children have access to phones and internet in present times. But these sometimes do more harm than good. Write a letter to the Editor of a newspaper on the 'Advantages and Disadvantages of Internet use by children'.

Nithin
'Silent Villa'
Chennai
Tamilnadu

04 September, 2021

The Editor
The Hindu
Chennai

Sir,

Sub: Advantages and Disadvantages of Internet use among Children

Through the columns of your esteemed daily, I would like to raise my concern on the various aspects of internet usage among children, which is increasing at a fast pace; maybe beyond control of even the parents and teachers.



As we know it has both positive and negative sides. Internet is one of the most advanced and useful inventions of science. Information is at our fingertips. The entire world has shrunk into a 'global village'! Definitely young children have a vista of opportunities and options to mould their life and career, which is no more limited to a pre-prescribed curriculum. Actually a boon (blessing) in disguise!

Obviously, children can use it for various educational purposes. However, there are infinite chances of getting into unknown traps; such a huge number of dangers are hidden behind this world wide network. Children are dangerously addicted to popular games like PUBG, BLUE WHALE etc. Sometimes, they prove even deadly. There are also numerous fatal, useless and demoralizing sites, that can affect the growing minds adversely. Internet is eating the precious time of the young generation, which could otherwise be used productively.

Children along with their parents need awareness. They must be aware of cyber security, which can be made a part of their academics. The next generation is going to be a cyber era, hence, they must know both pros and cons of this technology.

I humbly request you to bring this grave issue before the public, with sufficient scientific data. Hope this would find a space in your daily.

Thanking you in anticipation,

Yours truly,

Sd/-

2. Write a letter to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Rani of Dharma Colony, Ramgarh.

Rani

14 / 8, Dharma Colony Ramgarh.

15 January 2021

The Mayor
Ramgarh

Sir / Madam

Subject: Complaint regarding the problem of water logging in Dharma Colony

I am Raj, a resident of Dharma Colony. The residents of the area are facing a lot of problems due to water logging. Every year in the monsoon season, the area gets filled with water as the drainage system gets choked. We have requested the area committee many times, but the situation is still the same. The residents' lives have become miserable as many water – borne diseases have spread. All the houses are submerged, and we are facing a tough time.

Please consider the issue as serious and find a solution at the earliest.

Thanking you
Yours Sincerely,

Sd/-



Formal letters / official letters

After reading the chapter 'And then Gandhi Came', you are influenced by the Gandhian values. Write a letter to the editor of a local daily on increasing use of drugs.

Nithin
23, Beach road
From address
Alappuzha

From address / sender's address

To
The Editor
The Hindu
Kochi

To address / recipient address

Sir,

salutation

sub: increasing drug problems and drug addicts reg.

I would like to invite your attention to the problem of increasing drug use and the number of drug addicts in our area.

The present situation shows the increasing use of drugs, alcohol and other illegal items among the people, especially the youth. This is an alarming issue. We have to seriously think about where we are going. The youth is considered as the future of this country. Alcoholism and drug use have become prominent among them. Even students are found using drugs. For a long time we have been going for awareness campaigns for making change in the minds of youth so that they can get rid of this harmful habits. I think its high time we thought of other ways of dealing with this social malady.

Sir, I request you to publish this issue in your daily and bring the matter to attention of the authorities concerned as early as possible.

Body of the letter

09/09/21

Yours truly,
Nithin

Complimentary close

INFORMAL LETTER/FRIENDLY LETTER

A friendly letter is a way of communicating between two people who are usually well acquainted.

GUIDELINES

- Right top of the page, give sender's address without name



- Start with greeting – dear...followed by ‘comma’
- Body of the letter be in three paragraphs
- First paragraph can be just an enquiry
- Second para should be main matter of the letter
- Closing para may be for conveying regards
 - Date can be given a line space after the sender’s address on the top right or at the bottom left.

Informal / friendly letters

After arriving in India, the author paid a visit to Frank’s grave at Fort Monroe, near Dera – Ghazi khan. He writes a letter to Maggie narrating the incident. Prepare the letter in not more than 100 words.

BQ Quarters
Attari point
Punjab

sender’s address

Dear Maggie,

greetings/ salutation

Fine. Hope the same with you.

Opening para

I am writing this letter to inform that I visited your brother, Frank’s grave at Fort Monroe, near Dera - Gazi - Khan last week. I also bought flowers with the money that you gave me and put them on his grave. I wish that you were also with me. I prayed for your family. I am sure that you will be blessed by your brother. Maggie, you try to visit punjab with your mother. I will take to your brother’s tomb. Let me inform your arrival.

Main
content
of
letter

Convey my regards to all. More when we meet.

Closing para

10/09/21

Yours lovingly,
Gupta

Complimentary
close

SAMPLE INFORMAL LETTERS

1. You are Garima / Gaurav. Write a letter to your friend Sanjana / Sanjay, inviting her / him to your birthday party. Give details regarding the day, time, venue, etc. Add interesting details like theme, dress code, etc.

45, Jan Marg



Delhi.
33, Khan Gali
Delhi.

15 January 2021

Dear Sanjay,

Hi! You are invited to my birthday party on 25th August. The party will be at Nehru Park from 4:00 to 7:00 PM. As the party is based on the 'Spiderman' theme, please wear a dress in red / black color combination. It will be fun as I have arranged a Mask game, a 'Spidey' web game, and a never seen before neon light and music show. I am very excited as I will wear a special Spidey costume designed by my sister. Please come as it will be good to have your company. Also, bring your brother Saurav.

Waiting for your confirmation.

Yours Friendly,
Gaurav

2. Your younger brother is at your aunt's house. Write a letter to him giving him tips on growing up to become a good man. You may refer to the ideas from the poem 'If' by Rudyard Kipling.



Rose Villa,
Gandhi Lane,
Mangalore-4
02 Sept, 2021

My Dear Jo,

Hope you're keeping well and fine.

In fact, nobody writes letters. Still I thought it might thrill you to read a letter. We both are young. We are growing up. If you ask me what I would like to be in life, my answer would be to be a good human being. I think you also won't be different. How is it possible? You know it's not that easy. Let me share a few qualities desirable in a good person. See if you can follow them, definitely you can also become great. I got a lot of ideas from Rudyard Kipling's poem 'If', which is a didactic poem addressed to a young boy.

According to the poet the following qualities can make a person ideal. A man should keep his calm in difficult situations. Self-belief in one's own ability and integrity is important. Being truthful in any circumstance is a virtue. Hate is not the way to go. And one should not be showy or arrogant. We have to dream bigger and think deeply without getting detached from the reality. We should be indifferent to success and failure, knowing 'Triumph and Disaster are two impostors'. We should also possess the mental strength to bear with any situation in life — especially hearing someone twisting our words in their favour and seeing something, which we gave our life to, broken. Not only that, we have to build them up from the beginning again.



You should have the courage and determination to take big risks in life. And if you lose, you should not utter a word about the loss but start all over again. Moreover, a strong Will for carrying on can force our body to continue even in the old age. This is all about the toughness of character that makes a man successful.

Be social and stay in touch with men from different corners of the society — walk with Kings, nor lose the common touch. Behave well with people, even with enemies. And be careful so that neither foes nor loving friends can hurt you and make you weak and sad. Realizing the value of time and utilizing it wisely is vital for success. According to the poet, if one can possess all these qualities, one can win this world, and what is more, one can be a perfect human being. I think these ideas will help you grow up into a fine human being. I'm sure, you'll think over these and will try to make at least some of them part of your character.

How are all there? Hope your studies are on track even these Covid days. Convey my love to aunty and all others at home.

Warm regards,
Sam.

EMAIL

Emails are efficient and faster online correspondence letters.

GUIDELINES

- Write the sender's mail id in the place provided for that
- Give the message/matter in the subject
- Start with a greeting – dear sir/ dear...
- Start with clear indication of what the message in the first paragraph
- Give necessary details in the next paragraph
- End in a polite way – Yours sincerely/ Regards followed by 'comma'
- Include your name at the end of the message



Email writing

The Nature Club of your school has decided to conduct a seminar on 'Disaster Prevention'. As the secretary of the club you are asked to invite a distinguished environmentalist. Draft a detailed e-mail to send him/ her about the seminar.

To: sugesh@gmail.com → Receiver's mail id
Cc:

Sub: Seminar on Disaster Prevention → subject content

Sir, → greetings



The Nature club of our school has decided to conduct a seminar on 'Disaster Prevention' in our school on Monday 5th June. As you are a well-known and distinguished environmentalist in Kerala, you are the apt person to inaugurate the event.

Purpose
of
mail

I would like to invite you for the seminar and make the occasion graceful with your presence.

Thanking you
Secretary
Nature club } closing

SAMPLE E-MAILS



HSE ENGLISH 4 U
<https://hseenglish4u.blogspot.com/>



1. “I feel ashamed to face Mrs. Clifford. So I wrote a letter to them, announcing my departure and bidding them good-bye. “These are Gupta’s words, in the story ‘The Price of Flowers’. Write an e-mail that Gupta would have written to Mrs. Clifford.

To : Clifford@gmail.com
Cc :
Bcc :
Sub : Good-bye, returning to India
<p>Dear Mrs. Clifford,</p> <p>To be frank with you, I am in a mental dilemma! Hence I can’t meet you in person, to inform you about my departure to India, and more than that to be part of your mourning. I wish I could, but, I am ashamed to face you! I should admit, I’d lied to you and gave you a false hope that your son is alive; it was all a lie!</p> <p>Firstly, I apologize for that. I never wanted to hurt you. I spoke that ‘lie’ just to see you alive. I hoped that positive news about your son would make your health condition better. When your health condition improved I was happy (at the moment) because I could do that much for Maggie, my little sis, who would have become an orphan without you...</p> <p>I accept, this is not at all an excuse for my lie, yet I wanted you to know the truth before my departure. Maggie had given me a shilling and asked me to buy some nice flowers to place on her brother’s grave. I assure you, I will certainly do that for you and your daughter.</p> <p>I had spent such nice time with your family, during my days here in London, now I am returning to my country, with those sweet memories. You and Maggie will always live in my heart. Do keep in touch.</p> <p>My heartfelt condolences. Sorry...</p> <p>With love, Mr. Gupta</p>



2. Imagine that you got an opportunity to visit the village of Namuana and witness the strange ritual of turtle calling. Draft an Email to your friend describing your experience.

To:seena@gmail.com
Cc :
Bcc :
Sub:Experience of witnessing turtle calling
<p>Dear Seena,</p> <p>How are you? Hope my mail finds you in good health.</p> <p>Previous month was an exciting and an eventful one. I landed home just two days back after my trip to the Fiji Islands. I would like to share my experience with you.</p> <p>Fijian islands are noted for the scenic beauty and the hospitality of the natives. We have visited many villages which retain the rich heritage of Fijian community. In the island of Kadavu, there is a beautiful village named Namuana. There I got an opportunity to witness a strange ritual of turtle calling .We all were seated on top of the cliff and we're very much excited.</p> <p>The maidens of Namuana are involved in this turtle calling. They dress in mourning and each carry a sacred club and chant a special tune to call turtles. As they chant, we could see gaint turtles rise above the surface of the bright blue waters of the beautiful bay. We were spell bound at this strange sight. It is truly an unforgettable experience in my life. I am attaching the pictures of the turtles and Namuana maidens.</p> <p>My regards to all at home.</p> <p>Yours lovingly, Preeti</p>

SPEECH

Speech is the vocalized form of communication, expressing ideas, or the ability to express thoughts and feelings by articulate sounds.

GUIDELINES

- Address the audience
- You may use expressions like:Ladies and Gentlemen,Respected teacher and my dear friend,Respected dignitaries on the dais and my dear friends, etc.
- The first paragraph of the speech should give a clear idea of the content.



- Mention important points that you would like to highlight.
- You may make use of quotations, a few lines of a poem, rhetorical questions etc. to begin the speech.
- You may take the important points separately and discuss each point elaborately in the next para, citing data, giving anecdotes, giving examples etc. will make your speech impressive. Use as many rhetorical expressions as possible.
- In the concluding paragraph summarize the main points.
- Express your gratitude for giving you a chance to speak.
- Thank your audience for listening to you in the end of the speech.

SAMPLE SPEECH SCRIPTS

1. 'The Sacred turtles of Kadavu' describes the story of two women who had been attacked by outsiders. Do you think women in our society too face similar problems? Draft the script of the speech to be given in your school assembly on women's day, on "Problem's faced by women in our society".

Respected Principal, teachers and my dear friends,
A warm welcome to one and all gathered here. As we know, today, March 8 is International Women's Day. The purpose behind celebrating this day is to promote women's rights. Still, as we know, there are various issues and problems which women generally face in the society. Let me list out some of these problems which needs immediate attention.

Though female foeticide is punishable, female foetus is aborted in the womb of mother after sex determination, which is common in many parts of India, especially in our neighboring states. Girl child is sexually exploited in the streets, public places, transports, offices and even at home by the family members, neighbours, friends or relatives. Dowry System is another huge women problem which is increasing day by day. Women are ill-treated, disrespected, tortured and suffer other cruelties. Level of women education is very less than men still in this modern age. Parents of rural sector in India feel that girl child is to be kept inside the four walls of the house. Domestic violence is another common problem which majority women suffer. There are strict laws against all these practices. Still, women are suffocated by this husband, relative and other family members. Early marriage of girls in a tender age is practiced in several places by their parents in order to escape from dowry.

Inadequate nutrition in the childhood affects the growth and development of girl child. Women are considered inferior to men in certain social platforms. They are not even allowed to come to the forefront. Discrimination towards widows in Indian society and negligence towards them detach them from society. They are forced to wear white clothes. Women are considered as weaker section of the society than men and given less importance. This had been a practice from ancient days



because of the patriarchal family system in India. Gender discrimination affects almost all the areas in life.

It's high time we raised our voice against these issues. Let us rejoin our hands to bring Indian women to the forefront so that they develop confidence. Central and State government along with various NGPs are trying their level best to support the upliftment of women. Women are not a doll to be kept at home, they should come out to face the challenges.

Thank you for patiently listening to me and have a nice day.

2. At the end of the voyage of Ranangangi the captain of the ship calls a meeting to honour Hassan. As the chief guest Hassan talks about the difficulties that they had successfully overcome. Draft the script of the speech .

Dear Director, Dr. Cronin, respected officers and my dear colleagues,
To be honest, I'm not delighted to be honoured like this. Because I don't think I did anything great. Wasn't it my duty to support Dr. Cronin or serve the suffering? God has given me this life to love and serve others. So when I get a chance, I should do my duty.

Our trip to Calcutta was eventful. Rananganji had nearly 1500 passengers-mostly tourists and pleasure seekers. We began in clear, calm weather till we reached the Arabian Sea. One morning, two lascars complained to me about head ache and fever. I took them to Dr. Cronin. To our horror the Doctor declared that they had caught small pox. First it was panic. Then we stood strong together. Dr. A J Cronin guided me in everything like an experienced medical officer. We could set up a temporary shed on the deck and moved the patients there. I took charge of them. The number rose to fourteen. We managed to prevent panic in the ship. Two patients died and I gave them a decent burial. I'm a Muslim. But I believe all of us are the children of God. So I recited Ramayana for the dead.

I was not afraid of disease or death because I had full faith in God. Even I might get infected; I would consider it as the will of God. I don't like any kind of honour for what I did. But I value your love and regards for me. I will use this opportunity to serve more and serve better.

Before I conclude, let me thank Dr. Cronin and the Director for the promotion. I will continue to serve them.

Thank you very much...!

3. Imagine yourself to be a travel guide. .A group of tourists visit a popular tourist spot of your locality. Prepare the script of a speech you would make to introduce the spot.

Ladies and gentlemen,

Welcome to one of the most beautiful places in Palakkad. Nelliampathi hills , known as poor man's Ootty is located in Palakkad district. The drive that starts from the town of Nenmara has about 10 hairpin bends before one reaches the destination. Pothundi dam that lies on this path also provides for a great family picnic spot. There are comfortable homestays, hotels and resorts with traditional



food .The cool climate is a blessing for travellers. The waterfalls on the way, the beautiful tea estates, misty mountains all provide breathtaking scenic beauty. Lucky travellers can spot wild animals on road sides..A day spent in Nelliampathy will be a long cherished memory. Thank you for visiting Palakkad. There is much more to explore here. Thank you dears.

PROFILE

A profile is a semi- biographical feature on an individual who may be a politician, business man, artist, musician, scientist, educator or any celebrity.

Guidelines to write a profile

- Give a suitable title
- In the beginning of the profile, introduce the person to the readers
- Focus on detailing the person's early life in chronological order –birth, education, career, problems faced, achievements, death (if the person is not alive now)
- Any other relevant information of the person can be added if you know.

SAMPLE PROFILES

1.The details of Stephan Hawking's life and achievements are given below. Read carefully and prepare a profile of the great scientist.

Born : 8th January, 1942

School Education : St. Alban's School, Westfordshire

College Education : Oxford University, Cambridge University. Career : Theoretical Physicist

Book : A Brief History of Time

Awards & Honours : Presidential Medal of Freedom (2009)

: BBVA Foundation Frontiers of Knowledge Award (2015)

: Pride of Britain Award 2016 Died : March 14, 2018 (aged 76)



ANSWER

Stephen Hawking, The Supernova of Physics (1942 - 2018)

Stephen Hawking, also known as the 'supernova in the world of physics, was born on 8th Jan, 1942. He attended the St. Alban's School in Westfordshire. He graduated from Oxford University and took his masters degree from Cambridge University. He chose a career in Theoretical Physics, to become a Theoretical Physicist.

'A Brief History of Time' is a book written by Stephen Hawking, which brought him world-wide recognition. It was a book written to make science understandable to non-scientists. He had received many awards & honours during his life time. The Presidential Medal of Freedom, in 2009, BBVA Foundation Frontiers of Knowledge Award in 2015 and Pride of Britain Award, in 2016 are some worth-mentioning. He passed away on March 14, 2018 when he was 76.

2. Given below are the details in the life of Martin Luther King. Prepare his profile using the details given.

Birth: 15th January, 1929 in Atlanta, U.S. Education: Morehouse College, University of Boston

Career: Activist Spouse: Coretta Scott

Awards: Nobel Peace Prize (1964), Presidential Medal of Freedom (1977)

Known for: Civil Rights Movement, Peace Movement Died: 5th April, 1968 by gunshot wound to head

ANSWER

Martin Luther King

Martin Luther King the famous social activist was born on 15th January 1929 in Atlanta, US. He was married to Coretta Scott. He was awarded the Nobel peace Prize in 1964, and the Presidential medal of Freedom in 1977. He was a famous activist in the Civil Rights movement and peace movement. On 5th April 1968, Martin Luther King was assassinated by gunshot wound to head.



DEBATE

A debate is an argument or a formal discussion on a particular topic.

GUIDELINES

- Read the statement given and make clear whether you have to write points supporting or against the topic or both.
- Make sure that you are clear with your thoughts on the motion.
- Communicate your ideas effectively
- Write the best points first
- Your points should stick on to the side of your topic.

SAMPLE DEBATES

An online debate on the topic ‘Digital classes are superior to regular Education’ is being organized for your class. Write 4 arguments favouring this idea.

For

1. Classes organized with the support of advanced technology convey content and subject in a far more effective and efficient manner.
2. Digital classes are a feast to one's eye.
3. It is very appealing & interesting.
4. Knowledge & information are at our fingertips in digital classes.

Against

1. Digital classes are monotonous
2. It has limitations in conducting interactive sessions.
3. Real-time classrooms reach to each and every one irrespective of financial status.
4. Regular education helps to identify the problems in children and find solutions in a scientific way.

INTERVIEW

Interview is a formal meeting or one to one conversation between an interviewer and interviewee.

GUIDELINES

- Questions should be relevant to the topic / person
- It should be clear and unbiased.
- Questions should be open ended



- Questions with interrogative pronouns – what/ when/who/where/which/ how are preferred.
- Yes/no type questions should be avoided.

SAMPLE INTERVIEW QUESTIONS

1.Suraj Venjaramoodu, the cine actor bagged the State award for the best actor in 2020 for his role in the movie ,Android Kunjappan‘.You get the chance to interview him. Prepare 6 questions for the interview.

- 1.Good morning sir. I know that you are one of the most sought after actors in Kerala. How and when did you come to the cine screen ?
- 2 your character in the film Android kunjappan is an ever appealing one to the Keralites. How do you evaluate your performance in the film?
3. That character is both humorous and serious. So it is life like .Wasn't it difficult for you to do this contrasting features?
4. Did you feel any difficulty in acting with an electronic gadget, a robot?
5. You are the one and only actor to bag both the Best Actor national award and the Best Comedian state award in the same year. Isn't it ironic?
- 6.If I say you have bridged the chasm created by the withdrawal of Jagathy Sreekumar from the Malayalam film industry. Do you agree with me sir?

2.Hasan in 'The Serang of Ranaganji' plays a very important role in controlling outbreak of smallpox. As the reporter of leading newspaper, you have decided to interview Hasan. What would you ask him? What would be his responses? Draft three questions for the interview. Write the responses also.

ANSWER 1

Q. 1: What was your feeling when you knew that there was an outbreak of smallpox?

A: I was really worried. There were more than a thousand passengers and hundreds of crew. The nearest port was eight days of travel away.

Q. 2: What was your feeling when the Captain asked you to assist Cronin?

A: I was quite happy. I knew that there was none to help the doctor. I have been working in the ship for 15 years. The crew are like my family members. Helping them in their difficulty is like taking care of my family.

Q. 3: Could you give a short description about how you could control smallpox?



A: Sure. First we made a temporary shelter for isolating the patients. Dr. Cronin examined all the crew. All the affected were isolated. They were given special care and medicines.

ANSWER 2

Q 1. Good morning Hasan, How long have you been working in the ship, Ranagangi?

A Hasan: I have been working in Ranaganji for more than 40 years.

Q 2: How did you feel when you were assisting Cronin in treating the sick people? A Hasan: It was my duty too. I am happy that I could help the doctor in arresting the spread of small pox.

Q 3. You were in close contact with the patients. Weren't you frightened?

A Hasan: No. Not at all. I am not afraid of anything. I am not bothered about the future. Whatever work I do, I do it sincerely.

Q 4: What is your attitude to life and wealth?

A Hasan: I always live in the present. I do not have any desires. Live life sincerely. I hate hoarding money. I don't think there is any meaning in hoarding wealth.

3. Imagine that you got a chance to interview a famous person. What questions would you like to ask? Prepare questions.

- Would you mind spending some time with me?
- What prompted you to select this field?
- Who is your role model?
- You might have faced difficulties and failures in your life. How did you overcome failures?
- Can you please tell about the awards you won so far?
- What are your future plans?
- What advice would you like to give to the present generation?
- What prompted you to select this field?
- How did you overcome crisis and failures in life?
- What is your greatest professional achievement?

NOTICE

A **notice** is written in order to inform people or pupils (in a school) about an event or an activity. A notice is a formal means of communication. It can be to issue certain instructions or to make an announcement of any event / activity such as a competition, an exhibition, an inauguration, an excursion, a meeting or a show.

GUIDELINES



- Write the word NOTICE at the top.
- Mention the name and place of the issuing agency (school, organisation or office).
- Below it give a heading to the information.
- A good notice is always brief and to the point and leaves no scope for further enquiries.
- Adhere to the specified word limit of 50 words.
- Language should be simple and formal.
- Mention all the relevant details (date, time and venue).
- Below the body of the notice, put signature and write name in the right bottom.
- write at the left hand side top/ bottom, the date.
- It is better to put the whole thing in a box.

SAMPLE NOTICES

1. You are Ankit, the sports captain of Tagore Public School. Draft a notice in not more than 50 words for your school notice board asking the students to give their names for participation in various events to be held on the Annual Sports Day of your school.

Tagore Public School, Ernakulam

NOTICE

August 20, 2021

Annual Sports Day

This is to inform that the Annual Sports Day is going to be held on August 28, 2021 in the school premises. The competitions will be held in 3 categories – sub-junior, junior and senior. A student can participate in 3 events only. The list of events and rules and regulations are available with the undersigned. Interested students are hereby requested to give their names to their respective class leaders latest by August 25.

Any delay or wrong information will lead to disqualification.

Sd/-

Ankit



2. At the end of the voyage of Ranaganji the captain of the ship calls a meeting to honour Hasan. Write a notice inviting everyone to attend the meeting.

Eastern Company, London

NOTICE

August 04, 2021

Special Meeting

This is to invite all the crew and the passengers of Ranaganji to attend a special meeting. The meeting will be held in the Recreation Room on August 06, 2021 at 6:30 pm. This special meeting is to honour Hasan for his selfless service and devotion.

All are requested to attend the same.

Sd/-



JOB APPLICATION WITH RESUME

It is usually written while applying for jobs. A letter of application must be accompanied with resume / CV.

GUIDELINES

- Write the sender's address first
- Write the receiver's address next
- Then salutation followed by the sub. Line
- First paragraph should tell the purpose of application and should refer newspaper in which advertisement for the post was featured.
- Second paragraph should focus on what the employer wants to know. Make sure necessary details are included.
- In the third paragraph you may give assurance you are fit for the job and can do it well..
- Limit the letter to one page.
- Put the signature in the bottom right with complimentary close – **Yours truly /Yours sincerely followed by a punctuation 'comma'**.
- Date can be written in the bottom or in between the addresses.



- It is advised to start the application letter in a fresh page. Resume also be written on a fresh page.

SAMPLE APPLICATION LETTERS

Study the poster that tells about another initiative called ‘Teach for India’ by Shaheen Mistri. It is an advertisement seeking volunteers to teach the children in low-income areas. If you were to apply for this vacancy, what would you write in your application and resume.

Kiran
Little Hut, No.32

Jawahar Residence Colony
Kochi

Date

Ms. Shaheen Mistri
‘Teach For India’
Mumbai



Dear Sir,
Sub: Application for the post of teachers

With reference to your advertisement in The Hindu dated 23/07/2021, I would like to apply for the post of teaching faculty in your institution.

I have a passion for teaching. I am also interested in doing social service. Hence I believe that it would be a pleasure for me to serve in your esteemed institution. As far my qualification, I have passed M.A. in English from Kerala University. I passed Post graduate Diploma in English Language Teaching from CIEFL, Hyderabad. Moreover, I have five years of experience in the same field. I have enclosed my resume for your further consideration.

Sir, I assure you, if selected, I will do my best to your entire satisfaction.

Yours sincerely
Signature



RESUME

Name and Address	: Kiran Little Hut, No.32 Jawahar Residence Colony Kochi
E-Mail ID	: kiran001@gmail.com
Phone No	: 9999999999
Objective	: To nurture the talent and cognition of each student
Education	: 2007-2009 Post Graduate Diploma in English L Language Teaching- CIEFL- 80% 2005-2007 M.A, English - Kerala University – 78% 2002-2005 B.A, English - Kerala University - 82% 2000 - SSLC - Board of Public Exam, Kerala – 94%
Experience	: 2012-2014 Govt ITI, Alappuzha- Spoken English Instructor 2010-2012 Institute of English, Trivandrum- Guest lecturer 2009-2010 MGM Public School, Trivandrum - TGT
Activities	: Member- ELT Journal Committee District Co-ordinator of ASAP
Achievements	: Participated in the seminar on ‘Trends in Teaching a Foreign language’ at National Level Selected the Best Orator at the district level 3rd rank holder in PG in Kerala University
Skills	: Good at ICT integrated ELT for the beginners, Writing poems
Languages	: English, Malayalam, Hindi and Tamil
Interests	: Social service and reading novels



Declaration

I hereby declare that all the above given information are true and correct to the best of my knowledge and if found otherwise, I alone shall be responsible.

Thanking you

Signature

TELEPHONIC CONVERSATION

It is actually a conversation between two or more people over the telephone when the people not nearer to be heard instantly.

GUIDELINES

- Answer the phone introducing yourself
- Special requests like 'could you please repeat it'? can be made.
- You may end the conversation by – **Thanks for calling, bye for now / I will talk to again soon, Bye etc.**

SAMPLE TELEPHONE CONVERSATIONS

1.A.J. Cronin returns home after his voyage in Ranagangi. He later makes a courtesy call to Hassan. Write the telephone conversations.. Telephonic Conversation:

- Cronin : Hello, Hassan it's me, Dr.Cronin.
Hassan: Hello Sir! It's so nice to hear from you again. Is there anything urgent?
- Cronin: No, Hasan nothing urgent. I just wanted to talk with you for sometime, that's all.
Hasan: Yes, Sir. I just thought about you. But was busy in my works, now I am free let's talk
- Cronin: Yeah, I know I have never seen such a diligent person ever in my life. I was thinking about our pathetic condition on Ranagangi and wanted to thank you, for all your great help. Without you it would have been impossible for me to overcome such a terrifying situation.
Hasan: Oh Sir! there is no need for thanking me. It's my job to help people on the deck. I just did my job..
- Cronin: I knew that you will say this. You ought to have cared for ur health a little bit, while doing all those jobs. Anyway, I am going to get you a salary hike.
Hasan: I am not afraid of my life, sir. I have lived my whole life in the ocean to help others and that's the greatest happiness in my life and I am not interested in making money.



- Cronin: Oh man! I can't understand you Hasan! How can someone be this good!
Anyway, nice talking to you. Bye.
Hasan: Bye sir, nice talking to you too!

2. Telephonic Conversation Maggie and Gupta.

- Maggie: Hello, this is Maggie from England.
May I speak to Mr. Gupta?
Gupta: Hi Maggie it's me. So nice to hear from you.
- Maggie : I received your letter yesterday, thank you so much for taking trouble for me. My mother has also asked to express her gratitude.
Gupta: Oh, it's nothing Maggie, why do you become so formal! I know how dearly you loved your brother and this was the only thing you could do for him on his death bed; but you were really helpless. So I did it for my lovely sister.
- Maggie: Thank you Mr. Gupta, he was such a nice brother.
Gupta: Calm down Maggie. Life is always like this misery and happiness are part of it. .
- Maggie: Yeah, I Know, that is how I console myself. This is my fate!
Gupta: How is your mother now?
- Maggie: She is better, don't worry and I am going for work regularly.
Gupta: That's good.
- Maggie: Ok, Mr. Gupta let me hang up now, I have no words to express my gratitude.
I can only say you are my Frank, re-born!
Gupta: Love you, sister.
- Maggie: Love you dear brother.

LIVE TV REPORT

It is an on sight narration of an event or incident.

GUIDELINES

- Introduce the reporter.
I am Juano from Star TV, standing at Kadavu in Namuana with cameraman, Ajith Sam .
- Introduce the place.
- Use live reporting usages....
as you can see, here. You can see See, Oh, wonderful.
- Get reaction quotes from people in the crowd during and after the event.



- Use details like number of people attending, the location, the time, the theme as well as anything else that stands out or makes the event distinct

.SAMPLE LIVE TV REPORTS

1. Imagine you are a lady reporter allowed to report the rituals of the women on the Island of Kadavu. Draft a live – TV report.

I am Juano from Star TV, standing at Kadavu in Namuana with cameraman, Ajith Sam. Let me familiarize you with the area. Namuana, as you can see, is a beautiful, quiet village with rocky cliffs on the beach. You can climb a rocky tract, enjoy watching the turtles, have great meals and feel very safe. Many tourists have now gathered here. They are all getting ready for the turtle calling, which is a famous ritual here. Here the women chant a special tune to call turtles.

There is a story connected to this legend. Once, the beautiful Princess Tinaicoboga and her daughter were seized by a group of fishermen, as they were wading through the water. The women cried, but the warriors only laughed at the women's tears and pleas. The people here say that the gods sent a mighty storm and tossed the canoe. The fishermen saw the women turning into two giant sea turtles. The turtles slipped into the water and the sea grew calm. The Fijians still believe that forever. Afterward, Tinaicoboga and Raudalice lived in the waters of that bay. You can see the women of the Namuana village, dressed in mourning clothes and carrying sacred clubs as they walk to the shore. See, they are chanting to their beloved turtles. Let's see what happens. Oh, wonderful. As the women chant, the giant turtles rise to the surface of the bright blue waters of this beautiful bay beneath the cliffs of Kadavu. Don't you feel excited to go near and see the turtles come up? It's true, you will see.

2. Draft a live TV report of Le Horla's take off.

This is Ganga, I reporting from the gas works of La Villette where Le Horla is about to take off. Almost three hundred people have arrived to witness this mesmerizing event. Here as you can see, the crowd is roaring. The passengers are ready for the ride. You can see their excitement. See, they are arranging barometers, eatables, raincoats, overcoats, siren and two trumpets with them. There Captain Jovis calls everyone to get in the basket. Let's ask the opinion of the crowd here. "Hello, you have come to see the takeoff, haven't you? What do you think of the balloon journey?" It's going to be a fantastic journey'.

Yea... there Lieutenant Mallet jumps aboard and the rest of them too. Oh my God, the basket is not moving. Don't know why. M. Eyries gets out from the basket. Won't he join? No, I think.

Now Le Horla is ready for the ride. The passengers are waving at the crowd. The weather is good. Under M. Joliet's command, the rope that connects the balloon with the ground has cut. Wow! What



a marvelous sight to see! Like a bird, Le Horla is flying very majestically in the sky. Le Horla is heading to Paris, as you can see in the visuals.

NARRATION

A narrative is a piece of writing that recreates an experience through time or can be based on one of our own experiences, either past or present or it can be based on the experiences of someone else.

GUIDELINES

- Recollect the experience and create an outline of the basic parts of the narrative
- Using your outline, describe each part of your narrative
- For the first person narrative, subject pronoun 'I' should be used.

SAMPLE NARRATION

Gupta, on returning to India, narrates his experience of meeting Maggie and her family in London, to his friends. Write the narration for Mr. Gupta.

Last week I was in London, where I had a touching experience. One day I met a young a teenage English girl in a vegetarian restaurant. She looked poor and lonely. Her name was Alice Margaret Clifford lovingly called as Maggie. Mutual interest in knowing each other made us friends. She took me to her home. Francis, her brother was a soldier in India. They had no news of him for long time. Her mother told me about a magical crystal ring sent by her son and wanted him to look at it to know about her son. As I was not superstitious, I refused.

I again visited her house when her mother fell ill. The girl requested him to gaze at the crystal ring and console her mother t by saying that her brother was alive. Urged by her I told her mother that he was alive and she recovered. After a few days I received a post card from Maggie informing her brother's death. I felt ashamed of facing them and wrote them about my departure.

On the day my departure Maggie came to see me. She gave me a shilling to buy flowers to place them on her brother's grave. A shilling was a lot of money for a poor girl like her. I was really moved by her love, sacrifice and the strong bond of relationship between the sister and brother.

SAMPLE –DETAILED NARRATION

Hi friends,



I know you all are really eager to hear from me, about my days in London. I would certainly detail my life over there, but, before that I want you all to hear about a nice and poor family, I happened to meet from there. I'm sure you will be excited too.

When I was there, one day accidentally I happened to meet a young girl of 14 from a very poor background. I met her from a restaurant, where she usually comes to have her lunch on weekends, when she received her weekly wage. This I learnt from her later on, you see. She seemed to be pretty much anxious to know my details. I even found her enquiring about me to the cashier at the bill desk. That really aroused my interest in her and I started searching for her all through that locality, but in vain. Fortunately, I found her in the same restaurant the next week. I had made up my mind, so I directly went and shared her table and started a conversation. Though she was reluctant in the beginning, she surrendered. Do you know, what was the first thing she talked to me? That's the funny thing about it! She wanted to know if I was an Indian and also if I was a vegetarian.

Sorry guys, I forgot to tell you her name. She is Maggie. She works in the civil service stores, a job not to her liking. But the burden of her family is on her young shoulders, hence she pulls on. Her only sibling was a brother, who was serving as a soldier in our country, in the Punjab, to be exact. However there was no information about him for long. He had sent his family a sacred ring, which a yogi in India, gifted him saying that it had occult powers. Like if somebody gazed into the ring thinking about a distant person, it's said that he/she can see that person in the ring and where exactly he was. That's funny, right?

So, that was the reason why she was interested in me, because I was an Indian. So, they wanted me to try on that crystal ring. I didn't believe in all such things, yet I didn't want to disappoint that poor mother and child. I did it for them and told them I couldn't see anything in it. They were disappointed. After that first visit, I was a frequent visitor, because I loved Maggie, she was like my little sister.

The sad part of it was that I had to lie to her mother, looking into the same ring the second time; that her son was well and alive. I was in a tight situation when her mother's condition was worsening and the doctor had even given hope, Maggie pleaded to me to do her that favour and I had no choice. My words brought the lady back to life, I am glad. Later, I learnt Frank had died in the war almost at the same time, I had lied to her! I am ashamed of myself, though it was for a good cause! Hence, I didn't even stop to visit that family during mourning and just wrote to them about my return.

Maggie gave me this shilling to buy flowers for her brother's grave and I accepted it because I didn't want to deprive her, the joy and peace of that sacrifice she was doing for her dead brother. I should visit there someday...for my loving sis!

TRAVEL ESSAY / TRAVELOGUE

Travel writing is an account of an individual's experiences travelling. It is a travel + monologue. It is not an academic writing.

GUIDELINES

- Travelogue should inform as well as entertain. So introduction should be attractive.



- It should be told in the past tense and first person.
- Give a catchy title
- Give Details and clear description of the place.
- There should be a subjective and emotional insight.
- Formal statements should be avoided
- Conversational tone can be used.
- Highlight the various attractions of the place.

SAMPLE TRAVELOGUE

You visited a hill station during your Summer holidays. Write a travel essay to be published in your school magazine about the place you visited.

[Hints : Description of the place, Journey there and back, climate, historical importance, special attractions etc.]

MUNNAR- A MESMERIZING BEAUTY SPOT.

Kerala is known as God's own country and Munnar is one among them. The place is full of rolling hills, stunning tea plantations, spice plantations, and much more. It is an ideal holiday destination to unwind all your stress. Every year, we used to visit famous destinations in our Country. This year, we planned a long trip to the mind-blowing haven of peace of God's Own Country, Kerala. . We wanted to explore the place and enjoy its unfolded splendour as a part of our family recreation.

We planned a trip with family so that we can enjoy ourselves together. It was a hot day when we begin from our hometown but as we moved towards, we felt very pleasant and cool. On our way, we enjoyed the Flora and Fauna, valleys, hills, and waterfalls. The best thing about is green velvet Tea Gardens everywhere. We loved walking along with this and have taken a lot of photos there. The endless waterfalls and we were amused by the scenery over there. Eravikulam National Park is another wonderful experience. In this National Park, we saw an animal that is about to extinct – Nilgiri Tahr. The Eco Point was a thrilling Experience where we had fun shouting our names loudly and hearing it back the same way. We also went to the Blossom International Park, which is a Garden with admirable flowers and mind-blowing surroundings.

Our Summer Vacation to Munnar was fascinating. Munnar is an unforgettable experience in our Life..The natural scenery, waterfalls, rivers, and much more that we found there, kept us so attached to the place .We did not feel like leaving the place. We would all love to visit Munnar again to find out the unexplored spots.



TRAVEL BROCHURE

A travel brochure is a pamphlet advertising holidays, trips etc and describing the features and amenities of destinations and resorts.

GUIDELINES

- Give a catchy title
- Open with a catchy sentence.
- Highlight the main features
- Describe scenic beauty
- Point out the scope for adventures
- If possible, include descriptions of local culture and traditions.
- Should be appealing to the five senses.

SAMPLE TRAVEL BROCHURE

TRAVEL BROCHURE-WAYANADU

Wayanad, which is also known as the 'green paradise' lies in between the mountains of the Western Ghats. Wayanad district is located on the southern tip of the Deccan plateau and in the northeastern part of Kerala and the most popular tourist location in Kerala. It is often called the spice garden of south, the land of paddy fields, and home of monsoon.

Wayanad is unique as it is an elevated picturesque mountainous plateau. The vast stretches of mist capped mountains, green meadows of valleys, white water springs, blue water lakes and wild forests express the splendid natural beauty of Wayanad.

PLACES OF TOURIST INTEREST

Pookode Lake

The natural fresh water lake surrounded by evergreen forests and rolling hills, with hypnotizing beauty, providing boating facilities for its tourists. A fresh water aquarium adds to the beauty with large variety of fish. There is a children's park and a shopping centre for handicrafts and spices.

Banasura Sagar Dam

Largest earth dam in India and the second largest in Asia, the Banasura Sagar dam is located at Padinjarethara near Kalpetta in Wayanad. An ideal place for boating and trekking, the place also has a garden. It is among the most popular picnic locations in the district along with its multitude of boating options.

Thirunelli Temple

On the side of the Brahmagiri hills in Wayanad lay an ancient temple, dedicated to Lord Maha Vishnu, the Thirunelli temple. The temple, surrounded by beautiful hills and forests, is located 32 km away from Mananthavady. The temple is also known as Sahyamala Kshetram and Kashi of South. The temple is often nicknamed 'Thekkan Kasi'. It's believed that a bath in the holy water of



Papanasini' will wipe of all the sins.

Kuruva Island

Kuruvadweep or Kuruva Island comprises of a cluster of islets over the middle of Kabini River in Wayanad that is popular for the boat rides it offers on specially crafted bamboo rafts. Spread over 950 acres of land, Kuruva Island, is popular for its diverse flora and fauna. These islands contain two small fresh water lakes. They are also a known safe haven for migratory birds along with hornbills, parrots and many butterfly species.

Meenmutty Waterfalls

Meenmutty Falls is located 29 km from Kalpetta in Wayanad District in the state of Kerala, India. It is a three-tiered waterfall with a height of 300 metres. Meenmutty is a combination of Malayalam words Meen (fish) and Mutty (blocked). Meenmutty Falls can be accessed from Mananthavady - Kuttiady road.

Soochippara Waterfalls

Soochippara Falls (Sentinel Rock Waterfalls) is perhaps the most picturesque spot located in the periphery of Wayanad. It is a treat for eyes to see the milky white stream of water making its way to the rivers by passing through the rocky cliffs and clinging trees. The waterfall at the end joins Chaliyar River. Tourists will have to trek for around 30 minutes to reach the main pool.

Muthanga Wildlife Sanctuary

The second largest wildlife sanctuary in Kerala, Muthanga consists of tropical moist dry deciduous, evergreen forests, bamboo thickets and plantations, and is home to many varieties of birds and animals.

Karlad Lake

A quiet retreat, Karlad Lake is a natural freshwater lake located around 8 kms from Vythiri and 3 kms away from Banasura Sagar Dam in Wayanad. The Wayanad Adventure Camp here offers a wide range of activities for the adventure enthusiasts out there.

TRAVEL INFO

Travel Info is to entice travellers to visit an area and inform about the destination.

GUIDELINES

- First write about the location and how to reach there.
- Then add what to see, where to stay etc
- Best time to visit, main attractions, contact details can be added
- Major cuisine and other peculiarities should be highlighted.
- Complete sentence pattern is not expected here.



SAMPLE TRAVEL INFO

Tourist club of your school has decided to prepare a travel info highlighting the attractions of the tourist spot in your locality. Draft the travel info including facilities like accommodation, food etc.

Answer

Travel Info

MALAMPUZHA DAM

One of the largest dams and reservoirs in Kerala, located near Palakkad.

Built in 1955

The dam is 6066 feet high and crosses the Malampuzha river, a tributary of Bharathapuzha

August to April are the best months to visit.

Contact number

0471 232 1132

Getting there

- By Road: Buses and taxi will take you to Malampuzha from Palakkad.
- By rail: The nearest railway station is Palakkad Junction
- By air: The Coimbatore airport is the nearest

Don't miss out

- the dam
- the snake park
- Malampuzha Garden
- Ropeway

The cuisine:

- Fried fishes--- Freshly caught.

Accommodation

- KTDC garden house
- Malampuzha dam resort

Enjoy your trip.



NEWSPAPER ARTICLE

It is a kind of writing written to reach a massive audience with the help of the media.

GUIDELINES

- **Headline-** A descriptive title that is expressive of the contents of the report.
- **Place and date of reporting-** It is generally not mentioned in a magazine report separately, but here, it is.
- **Opening paragraph-** It includes the expansion of the headline. It needs to be short as it is a general overview of the report.
- **The account of the event in detail-** It is generally written in two parts: First, complete account of what happened in its chronological sequence (preferably) and second, the witness remarks.
- **Concluding paragraph-** This will include the action that has been taken so far or that will be taken. It is the last paragraph.

SAMPLE NEWSPAPER ARTICLE

1. You have read the poem 'The Wreck of the Titanic'. Imagine that you are a reporter of a local daily. Prepare a newspaper report to be published on the wreck of the Titanic.

THE TITANIC SINKS; MORE THAN 1500 DEAD

Southampton, 15 April 1912: The Titanic which began its maiden voyage from Southampton to New York collided with a huge iceberg and sank in the icy waters. It was the biggest passenger ship ever made and it was supposed to be unsinkable. There were 2220 passengers and nearly 60 crew members. The Captain was Mr. Smith. Since the ship was thought to be safe, it carried only a few life boats.

Captain Smith and the crew behaved courageously. Instead, rushing to safety, they allowed the passengers to go into the lifeboats. They asked the women and children to enter the life boats first. More than 1500 people could not get to safety and they sank with the Titanic. What Captain Smith, the crew and the male passengers did was a heroic act. It will be remembered throughout the ages. England has declared a day of mourning for the dead.

The government has announced some financial relief to the relatives of the victims. One of the survivors remarked - 'I have never seen anything more tragic and nobler in all my life'.



2. You are Karan/ Kirti of L.M. Memorial Public School, Dwarka. Your school has adopted a village as a social responsibility. Write a report, for your Indian Express news daily on the event.

VILLAGE ADOPTION- A STEP TOWARDS BEING SOCIALLY RESPONSIBLE

Dwaraka ,18th January 2020: On the occasion of World Literacy Day, L.M. Memorial Public School, Dwarka has taken an oath to embrace the village named Rajpur. The school has taken the responsibility of educating the people residing in the village. Selected students from each standard are taken there every weekend, during school hours to impart knowledge.

The first 6-month motive is to make each and every person capable of reading and writing. Free books and stationery are being provided for quality education. Children are given time to spend with each other, play games, and interact. Apart from educational needs, special care is devoted to hygiene and sanitation. Girls are being given awareness of the importance of menstrual hygiene as well. Various talent hunts have been organized which left everyone overawed. The immense enthusiasm and zeal in the people to learn is the main driving factor.

A family kind of environment is being created. The school treats the people of the village as its own students and is unbiased. By adopting a village, the school is making its students sensitive towards the needs of the environment at a young age. It is committed to raising the leaders of tomorrow.

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SEMINAR OR PROGRAMME REPORT

It is a written account of a programme or celebrations conducted.

GUIDELINES

- Read the programme given in the question carefully.
- Give a suitable heading
- First paragraph can be just an explanation of the heading/ brief of the event
- Write all other details in the order of importance, not in the chronological order in the next paragraph.
- Simple and plain language should be used as far as possible.
- Past tense should be used in this report.

1. Draft a report of the following programme.



HSE ENGLISH 4 U
<https://hseenglish4u.blogspot.com/>



GHSS ALAPPUZHA

Seminar on Mangroves: A Rich Source of Bio-diversity

Venue: School Auditorium

Time : 10 a.m

Date : 21-09-21

Programme

Prayer : School Choir

Welcome speech : Mrs.Suseela kumari, Principal

Presidential address : Dr.Satheesh Chandran, Environmental Activist

Felicitation : Santhi, Ward Councillor

Paper Presentations:

Mangroves: A source of Bio-diversity- Athira M

Pokkudan – A legend of Mangroves – Noufiya

Ways to preserve Mangroves – Syam Gopal

Mangroves in Kerala – Vaisakh

Vote of Thanks : Divya Krishna, School leader

National Anthem

ANSWER

Seminar on Mangroves: A Rich Source of Biodiversity

A seminar was conducted in GHSS Alappuzha on Mangroves: A Rich source of Biodiversity on September 21st in the school auditorium.

The seminar began at 10 a.m with a prayer by the school choir. It was followed by a welcome speech by Mrs.Suseela kumari, the school principal. Then came the presidential address by Dr.Satheesh Chandran, a renowned environmental activist. He stressed the need to preserve our environment. He showed how we human beings are destroying nature by cutting down trees, filling up ponds and waterways and using insecticides everywhere and throwing garbage wherever we please. He said that unless we change, nature will destroy us through earthquakes, droughts, tsunamis etc. There was felicitation by Ms.Santhi, the Ward Counsellor, who said that the ward was doing all its best to preserve the environment. It was followed by the paper presentations by Athira



on Mangroves, a source of biodiversity, Noufiya on 'The legend of Mangroves'. Syam Gopal presented a paper on 'Ways to preserve Mangroves' and Vaisakh on 'Mangroves in Kerala'.

A discussion followed the paper presentations. School leader, Divya Krishnan proposed Vote of Thanks. The seminar came to a close at 1'o clock with the National anthem.

PRECIS WRITING

Precis writing is making an intelligent summary of a long passage.

GUIDELINES

- Read the comprehension carefully and note down only important points
- Make a rough draft of the précis
- Make use of simple and precise language, as much as possible
- **Use an appropriate Title:** The précis needs to have a title. So, the candidates must ensure that the title is in sync with the comprehension.
- **Details in précis must match the details in the passage:** No other information apart from the one given in the passage must be included in the précis and all the important information mentioned in the passage must certainly be included.
- The length of the précis must be shorter than the length of the passage.
- Do not add any unnecessary information in the précis
- Avoid using abbreviations.
- Do not enter statements in the question format.
- Try to avoid using the same words as used in the original piece.
- Answer should be written in one paragraph only.

SAMPLE PRECIS WRITING

Read the passage given below and write the précis of it.

1. Trees give shade for the benefit of others, and while they themselves stand in the sun and endure the scorching heat, they produce the fruit of which others profit. The character of good men is like that of trees. What is the use of this perishable body if no use is made of it for the benefit of mankind? Sandalwood, the more it is rubbed, the more scent does it yield. Sugarcane, the more it is peeled and cut up into pieces, the more juice does it produce. The men who are noble at heart do not lose their qualities even in losing their lives. What matters whether men praise them or not? What difference does it make whether they die at this moment or whether lives are prolonged? Happen what may, those who tread in the right path will not set foot in any other. Life itself is unprofitable to a man who does not live for others. To live for the mere sake of living one's life is to live the life of dog and crows. Those who lay down their lives for the sake of others will assuredly dwell forever



in a world of bliss.

Ans:

Good men live for others

The character of good men is like that of trees. They live for others and do not lose their qualities even in losing their lives. They always follow the right path. Praise is immaterial to them. To live for one's own sake is to lead the life of beasts. Only those who lay down their lives for others will live for ever in a world of bliss.

2. Liberalism is founded on the belief in human liberty. Unlike rats and monkeys, human beings are supposed to have "free will". This is what makes human choices the ultimate moral and political authority in the world.

If you happened to be amid the riots in Washington on the day after Martin Luther King was assassinated, or in Paris in May 1968, or at the Democratic party's convention in Chicago in August 1968, you might well have thought that the end was near. While Washington, Paris and Chicago were descending into chaos, the Soviet system seemed destined to endure forever. Yet 20 years later it was the Soviet system that collapsed. The clashes of the 1960s strengthened liberal democracy, while the stifling climate in the Soviet bloc presaged its demise.

Ans:

The Myth of Freedom

Human liberty defines liberalism. The concept of "free will" is exclusive to humans and gives us moral and political authority. During the 1960s, liberalism was undergoing a crisis in the West. Contrasted with the chaos in liberalism, the illiberal system in the Soviet Union seemed to be flourishing. However, in a matter of two decades, it was the Soviet system that collapsed, while liberal democracy strengthened by adapting itself.

UNSEEN POEM APPRECIATION

It is a reflection on a poem that involves analysing the poetic instruments, discussing the language and figures of speech used by the poet as well as sharing one's personal position on the poem.

GUIDELINES

- Read the poem two or three times and try to analyze your impression of it.
- Give attention to the words selection, organization of the poem and poetic devices used.
- Try to mention the technical side of the poem – rhyme scheme, meter and structure.
- Identify the mood of the poem / poet – ironic, romantic, cheerful, melancholic, philosophical etc.
- Give your personal opinion as well.



SAMPLE PORM REVIEW

Read the following poem and write an appreciation :

Success is counted sweetest
By those who never succeed
To comprehend a nectar
Requires sorest need.
Not one of all the purple host
Who took the flag today
Can tell the definition
So clear of victory
As he defeated dying –
On whose forbidden ear
The distant strains of triumph
Burst agonized and clear.

Emily Dickinson



The given poem penned by Emily Dickinson is beautiful and philosophical and it presents her idea of success and failure. She says that success has its importance and value only when there is an experience of failure. She explains that failures can understand the meanings of success and is enjoyed and understood by those who do not attain it.

The poem written in three four line stanzas depicts the complex truths of human life. The first part of the poem reflects on the mood of the poem. In the opening lines she says that success is more valued by those who have never succeeded in their lives. That is success is more desired by those who have never tasted the sweetness of it. In the next lines she says that the real taste of the success can best be enjoyed by those who manage to get it after continuous efforts and toils and not by those who are used to it. In the following lines she uses the image of a battlefield and says that it is not the victorious army who holds the purple flag can define the exact nature of success. It is the defeated and dying one who strived hard but failed can define it fully. He hears the victorious soldiers celebrating their day and could vaguely interpret the sound of triumph of his opponent. His agonised mind can sense the true spirit of success which is still far away but hoping to get it soon.

The theme that poet aims at is vividly brought before us using carefully chosen poetic devices. Alliteration is used in the poem with great sound sense. It appears in the first line "Success is counted sweetest" with the beginning letter 'S' repeated twice. Again in alliteration appear in the beginning of third stanza "he defeated – dying".



Poet also used rhyme in the poem. For example in line two and four end words 'succeed' and 'need' rhyme. In the same way other rhyming words in the poem are today-victory and clear-ear. The rhyme scheme is regular(ab cb)and the rhymes are perfect and maintains a pleasant flow when read. Language of the poem is very simple and that makes the poem easy to understand. The power of the poem is felt in its economy and word choices. The poet also used the symbols like nectar to symbolise success and purple flag to victorious army. The 'nectar' can also be quoted as an example of Metaphor.

In conclusion, the poem is meaningful yet simplistic and easy to understand and ponders over the universal theme of success and failure.

CHARACTER SKETCH

A character sketch is a quick rendering of a character.

GUIDELINES

- Begin your study telling who and what is the character.
- Continue to write the assessment of the character.
- Conclude by telling how the character influenced you.

SAMPLE CHARACTER SKETCHES

MAGGIE

Alice Margret Clifford, lovingly called Maggie, is the central character of the story 'The Price of Flowers'. She is a young English girl of 13 or 14 years old. She is a poor girl who works as a typist in the civil service store. She is ambitious and wants a job where her brain can be used. She has intense love for her mother and brother.

She tries hard to bring her sick mother back to life. She even asks Mr. Gupta to tell a lie to save her mother. She is also superstitious because she believed in the story behind the crystal sent by her brother.

Her love towards her brother is touching. She gave the narrator a shilling to buy flowers to place them on her brother's grave. A shilling is a lot of money for a poor girl like her. To get that, she has to work for many days. The flowers represent love, sacrifice and the strong bond of relationship between the sister and brother. Her sacrifice and selfless acts bring tears to the eyes of Mr. Gupta and the readers too are moved. Surely, she is a model for girls of her age.



HASAN

Hasan is the central character of the story, The Serang of Ranaganji, written by Dr A J Cronin. In appearance he is squat and ugly with short legs and a large disproportionate head. He is the serang of the ship. He is originally from the Punjab. But he has no place, family or friends on shore as he has spent forty years of his life on different ships. The past fifteen years he has been working on the Ranaganji. When smallpox is reported on the crowded ship, it is Hasan who willingly comes forward to assist the author who is also the ship's doctor. While assigning him to the doctor, Captain Hamble pays him the biggest compliment by saying that he is the finest man he has. Hasan is a man of few words. He has a silent efficiency and an ability to find solutions to problems quickly. When they find no space to isolate the patients in the crowded ship, it is he who suggests making a shelter on the afterdeck safely away from the other passengers. Hasan is very compassionate. Even though it is not a part of his duty, he volunteers to do the risky job. When the doctor asks him to be careful, he says, 'Do not worry, Doctor Sahib. I am strong. And it is my work too.' He is unmistakably sincere.



NOTE MAKING

It is an active and focussed activity where we assimilate all information and make sense of it.

GUIDELINES

- Notes should be written in phrases only and never in full sentences
- The topic of each paragraph is its main point and the ideas affiliated to it are the sub-points
- If supplementary ideas are there, it should be written as sub points
- The notes should cover all the important points in the passage
- Short forms / abbreviations / symbols can be used.

SAMPLE NOTE MAKING

1. Read the passage and prepare the notes

Typhoons and their kindred storms, called hurricanes when they occur in the Atlantic Ocean, are the most powerful storms on the earth. It is common for hurricanes to sustain winds of over hundred miles per hour for days. In 1992, Hurricane Andrew had winds that reached 200 miles per hour.



Typhoons and hurricanes are regularly generated at certain times of the year by the warm waters of the ocean. These storms begin when evaporated sea water is drawn into the clouds and begins dropping as rain. Energy in the form of heat is released by this rain, which in turn provokes strong winds. The rotation of earth causes the wind to travel in a large, circular pattern. The warm moist air travels toward the centre or eye of the storm, where the air pressure is low. Because the air is warm, it rises, creating updrafts so fierce that they can tear the roof off a house, snap trees and lift boats and automobiles. As if this were not enough, such strong storms often spawn tornadoes and torrential rains

hurricanes are classified by the Saffir – Simpson scale. On this scale a storm rated 1.0 is considered minimal, while a storm that is rated 5.0 could be catastrophic.

Ans:

1. Typhoons

- 1.1. most powerful storms on earthquake
- 1.2. 100 miles / hour for days
- 1.3. cause great damage & destruction



2. Causes of Typhoons

- 2.1. generated by warm waters of ocean
- 2.2. evaporated sea water drawn into clouds & drop as rain
- 2.3. energy released and provokes strong winds
- 2.4. rotation of earth causes wind to travel in circular pattern

3. Classification

- 3.1. saffir – simpson scale
- 3.2. 1.0 is minimum & 5.0 is catastrophic



WRITE UP, PARAGRAPH WRITING AND SHORT ESSAY

They are written accounts giving an opinion or review on an event or performance or any product.

GUIDELINES

- Write in simple sentences.
- Supporting sentences should be properly organized
- For short write up and paragraph writing, there should be single paragraph only
- For short essay there can be paragraph divisions
- The ideas should be gradually developed in the paragraphs

SAMPLE WRITE UP/ PARAGRAPH WRITING

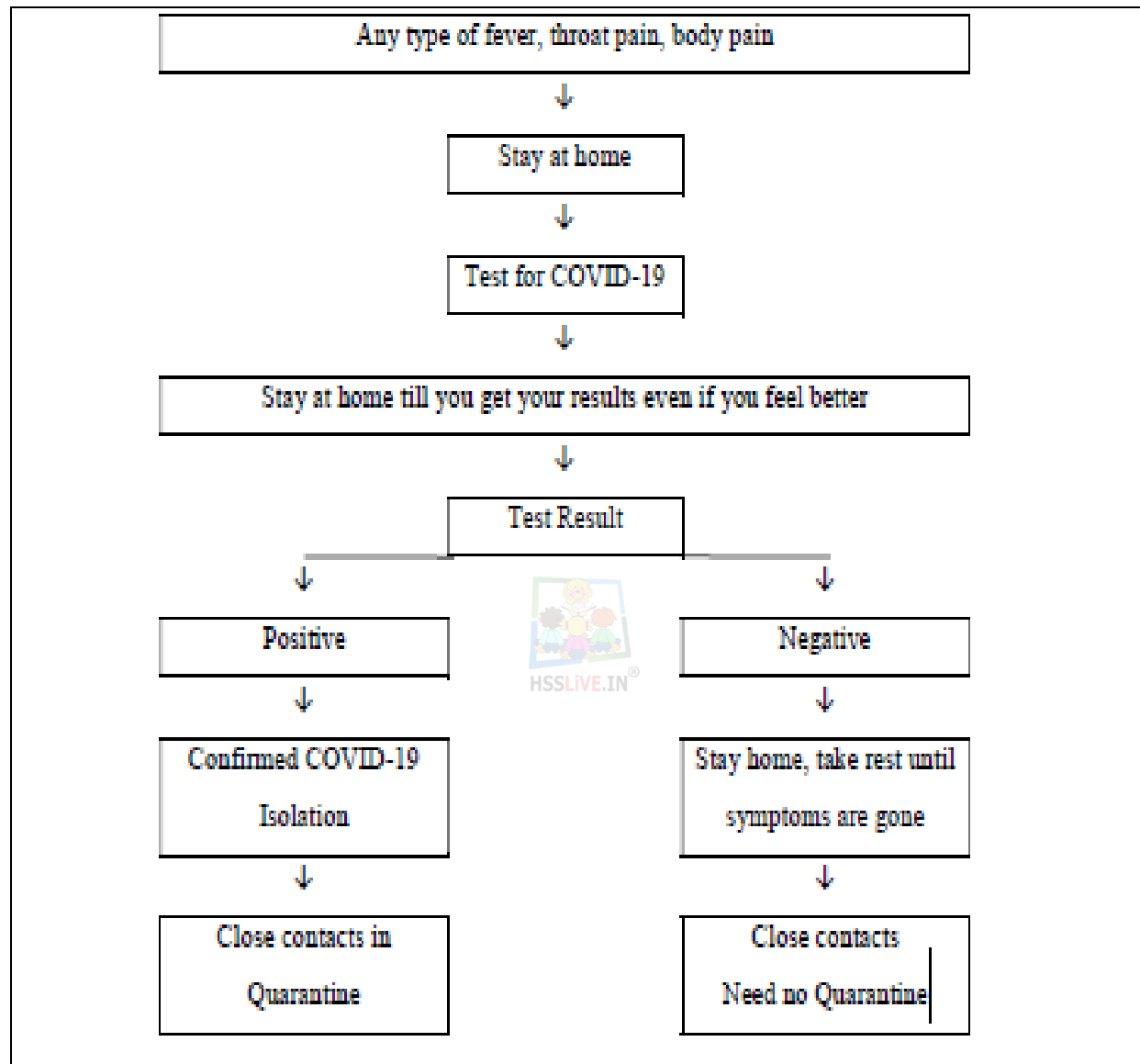
1. The UN has declared Dr. APJ Abdul Kalam's birthday, October 15th, as World Student's day. Prepare a write-up to be published in the UNESCO journal on the topic 'Dr. Kalam's call to the youth to become a unique you'.

Dr. Kalam's Call to the Youth: 'Be a Unique You'

15th October, the birth day of the noted Scientist and former President of India, is observed as 'World Students Day'. The day makes us sail through Dr. Kalam's life and career, no doubt. But more important is remember what he did to us students as an inspiring visionary. Once in an address to students in Hyderabad, he said that the ignited mind of the youth was the most powerful resource on the earth. He asked every student to declare: 'I am born with wings'. Dr. Kalam called upon them (us) to be unique. He said the world around us wants every child to be like others. At home the parents will tell him to be like the children in the neighbourhood. At School the teacher will tell him to be like the first five rankers of the class. But Dr. Kalam exhorted a child to be a unique person. It is only when one compares himself with others, he/she feels inferior. Every student should be confident, self-reliant and hard working. Every one should believe that he/she is born with potential, ideas and dreams. As everyone is born with wings, he/she can fly high. Dear student friends, here's what Dr. Kalam's inspiring words: 'To be unique you should fight the hardest battle in life and never stop until you arrive at your destined place, that is, a UNIQUE YOU!'



2. Given below is a flow-chart for COVID-19 testing based on symptoms. Prepare a report



Report on, Covid- 19 Testing based on Symptoms

A.R. Raj

The pandemic, Covid- 19 is creating a havoc in the lives of people all around the world. Hence proper steps and measures need to be ensured, to contain it's spread; before it takes the valuable lives of millions of people. The following measures recommended by IMA are to be strictly implemented in the community.

Those who have any type of fever, throat pain, body pain etc. are advised to stay back at home, enforcing a self- quarantine. Then, get yourself tested immediately. Stay at home till you get ur results negative. The person is not supposed to roam about free in the society, even if he/she feels better.

The test result can either be positive or negative. If the result is +ve, it indicates Covid- 19 is confirmed. Hence, he/she should opt for isolation. The close contacts should also remain in quarantine during the period.

If the test result is -ve, the person needs to stay home still, and take rest until the symptoms are gone. The close contacts in such case need not remain in quarantine.

Follow up of the implementation of these measures are to be strictly ensured by the concerned authorities.

Place

Date

Sd/-

Secretary



2.In 'The Serang of Ranaganji', Dr. A. J. Cronin and Hasan exhibited professional excellence in controlling the outbreak of smallpox in the ship. Analyze their characters. Write a paragraph on the qualities required in times of disaster.

Dr. A. J. Cronin and Hasan exhibited professional excellence in controlling the outbreak of smallpox in the ship. Cronin, the physician and Hasan the serang of the ship worked together to control smallpox. The serang brought two lascars to Dr. AJ Cronin with smallpox. The matter was reported to the captain of the ship. He entrusted Cronin to control the disease from spreading, and to keep the news a secret. Hasan made a makeshift shelter for isolating the patients. They began to examine all the crew. More cases were identified. Hasan attended all the patients without any fear. Their timely actions saved almost all the passengers in the ship. Only two of them lost their lives. All others were saved. Dr. AJ Cronin and Hasan exhibited the qualities of brave people. They did not spread any panic among the people. The issue of the contagion was kept a secret. Hasan was not responsible to attend the patients. But he rose to the occasion and helped Cronin in treating the patients.

3.Make a paragraph on the role of parents in the lives of their children.

Role of parents in the lives of their children

Parents have a significant role in the well being of their children. They adopt various methods and measures to make children perfect. Their love, care, attention, kindness, scolding, beating etc.



enable the kids to prosper in life. Family is the first school for every child, from where he or she learns the first lessons of good behaviour, manners, sacrifice and co-operation. Children acquire many good qualities from their parents as they grow up. These help them to survive and flourish in life. They lead children to the right path and keep them away from wrong ways. Parents know very well how to get things done out of their children. Kids would feel angry and disappointed by such attitudes of their parents, but as they grow, they realise that their parents were correct. The support of the family is very important, which is well depicted in the story 'His First Flight'. Thus, all parents have a very crucial role to play in developing good behaviour, attitudes and manners in children, which in the due course make them good citizens and human beings.

4. Discuss and prepare a write up on a ritual popular in your locality.

The celebration of Onam is based on a peoples in Kerala believe that once upon a time there lived a king in Kerala, named Mahabali. He was a just king and during his rule all people were equal. There was no cheating, no exploitation, and no corruption. All the people were prosperous and happy. But some of the gods became jealous of him. They wanted to overthrow Mahabali. Vamana, one of the gods, came in the form of a poor asectic. He begged three feet of land from Mahabali. He being very kind obliged him and gave him permission to measure the land he had asked for. Vamana began to grow in size and became as tall as the sky. The god measured two feet and the whole land was over. He asked Mahabali where he would have his third foot of land. The good king bent his head and told him to measure it on his head. The cruel Vamana put his foot on Mahabali's head and he was pushed into the underworld. While going into the underworld Mahabali asked one favour from Vamana, namely, he should be permitted to visit his subjects in Kerala once a year. It was granted and Malayalees celebrate Onam as the day on which Mahabali visits his people. Onam is celebrated as the national festival of Kerala. Flower carpets are arranged in front of every house. Sumptuous meals are prepared in every house. Boat races, tiger dances and such other entertainments are organized during the Onam season.

5. Make a paragraph on the profession you like most.

The Profession I Like Most

Choosing a profession is not easy. So many kind of attractive professions confuse us, but it is very important to remember that we can be successful only in the profession in which we are interested. If you ask me which profession interests me most, then I would choose one in the field of education. I would like to become a professor.

To become a teacher or professor, I need to realise how important such a role is. Teachers are the architects of a nation. They train the growing generation, who are the future citizens of any country. I know I will have to work hard to achieve my goal. I need to spend many years, putting away my temptations for a joyful college life. I need to keep values and discipline myself.



Still, I would like to be a professor in a college. As a teacher I would like to follow my passion and do my level best for the students.

6. Maggie in the story 'Price of flowers' says to Mr. Gupta, 'I want work that will make me use my head, brain work' What kind of a job do you want? How will you achieve it? Write a short paragraph.

In the story, The Price of Flowers, Maggie is working in a civil service store, but she didn't like that job; she wanted a job that involved her brain. I too wish to achieve a job that requires intelligence. Therefore, my ambition is to become a police officer in the Crime Branch, where I can use my intelligence to solve the cases I get in hand. No innocent people should get into troubles, I should be able to help such people who are trapped by certain cruel ones living around us. And I should be able to discharge my duties efficiently, to maintain law and order in the society.

To achieve my dream, I need to work hard. I should be confident and determined to achieve it. I should study well and after my higher education, I will write Civil Service examination to get into the service as an IPS Officer, to fulfill my dream. I am confident one day I will achieve my goal

7..To 'sleep' by William Wordsworth describes the poet's difficulty in falling asleep. How does he describe his experience of a sleepless night? Write a short essay.

Wordsworth describes his unsuccessful attempts to have a sound sleep. He is lying down, unable to sleep for three continuous nights. In order to fall into a sleepy mood, he brings to mind images of the leisurely movement of the sheep, the sound of rain, the murmuring of bees, the fall of rivers, winds and seas, smooth fields, the still snow white lake water and pure sky. Yet he couldn't make a good sleep. Soon he was compelled to hear the song of small birds from his orchard trees and the sad cry of the first cuckoo. But still he was unable to sleep. In the end he calls upon the goddess of sleep to come over him. He described sleep as morning's wealth, blessed barrier between day and day and mother of fresh thoughts and joyous health. He hopes that the sleep will come to him and embraces him finally.

8. Deeds speak louder than words. Good deeds will be remembered forever. Justify this Statement in a short paragraph.

'Deeds speak louder than words', is a heavily loaded thought. Good deeds will be remembered forever. Any one can talk about anything, which is not a big task at all. Talking about something great won't make one great. Greatness depends on deeds.

Do good things, this is the only thing a human being should do, to make them and the world a better place to live in. The effect of good deeds are long lasting. We are human beings, moreover, we are mortal too, we won't be able to take anything with us when we die; we die with free hands. All our achievements will become useless and worthless, when it comes to the icy hands of death. But only one thing remains in this physical world, which spread its fragrance all over the globe- that is our good deeds. It is eternal, no one can ever destroy that. Even after decades those good deeds will



remain in the society and pass on from one generation to the next. It helps the society in a constructive manner, to thrive and flourish.

9.. The Lock down has confined us to our homes. But it is important to be physically fit and active. Write a magazine article on the topic, 'The Importance of Physical Exercise for Good health'.

Exercise is basically any physical activity that we perform on a repetitive basis for relaxing our body and taking away all the mental stress.

Exercising is most essential for proper health and fitness. Especially today's youth need to exercise more than ever. It is because the junk food they consume every day can hamper their quality of life.

If you are not healthy, you cannot lead a happy life and won't be able to contribute to the expansion of society. Thus, one needs to exercise to beat all these problems. But, it is not just about the youth but also about every member of the society.

Exercise has a lot of benefits in today's world. It helps in maintaining your weight and improving the oxygen level and blood flow of the body. When you exercise daily, your brain cells will release frequently and improves the concentration level in your body. In addition, you can also reduce the strain on your heart through exercise. Finally, it controls the blood sugar levels of your body. In order to live life healthily, it is essential to exercise for mental and physical development. Thus, exercise is important for the overall growth of a person.



*A joint attempt of
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With due support from
Rejina, GHSS Ancheri and Smitha K, PMSAMA HSS, Chemmankadavu.
And our HSE ENGLISH 4 U Whatsapp group Family*

*Thank
you*

