**FORMATS**

1. **Newspaper Report:**

PM visits the US

(Headline)

By a Staff Reporter

(By-line)

New Delhi, Friday, 26th Feb. 2016

(Dateline)

(The Report starts here…..)

***Note-***

* The Report to be written in Present Tense
* Headline, By-line, Date line to be used for all reports/ formats
* 3 Paragraph format to be followed.

1. **Feature Article:** ( for School Magazine, Travel account or Any event)

**(Same as above)**

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(Headline)

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(By-line)

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(Designation, if given in Qs.)

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(Dateline)

(The article starts here…..)

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(By-line)

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(Designation, if given in Qs.)

***(the By-line can also be written at the end)***

1. **Reviews: Book/ Film/ TV (an episode or a whole show)/ Concert (a musical show) / Theatre/ Cultural Programme ( almost a Concert) etc.**

**Book Review:** To kill a Mocking Bird

or  **Film Review:** Three Idiots

by:**\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

by:\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essentials for Reviews**

**Book -** Name of the book, author, publisher, pages, style of the writer, tone, the story in a nutshell (but not a spoiler and not to write a story), rest about the kind of book it is, reader’s response (e.g., A reader……………), to be written in Passive Voice.

**Film -** acting, direction, props and costumes, cinematography, story in short (not to be a spoiler), music, choreography, etc.., impact on viewers/ audience.

**TV** ­**–** it may be an episode or a whole show, costumes, setting, story in short but not a spoiler, relevance, impact on audience and other technicalities.

**Concert** ­­**–** a musical show, the terminologies related to music must be apt, style, gharana, singer, about him, general feel etc.

**Theatre-** may be a play or skit in school or real theatre performances, rest like a Film Review, make up, music etc may be added.

**Cultural Programme-** Same as Concert Review.

1. **Speech**

**Topic as the Heading**

Good Morning (Salutation)

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(sum up at the end)

Thank You.

1. **Personal Profile** ( A teacher writes a recommendation on the basis of a Personal Profile) Here a student mentions all the achievements all these years like academics, sports, internships etc.)

**(to be written in paragraphs)**

**Personal Profile: Rameez Khan**

**Date-**

I,\_\_\_\_\_\_\_\_\_\_, student of\_\_\_\_\_..............................................................

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( 10 -12 Points)

1. **Statement of Purpose:** (e.g., for a PG course)

* Similar to Personal Profile
* Faculty
* What Studied

**Statement of Purpose: ABC University**

**Date-**

**By**\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Testimonial** (about someone to someone else)

**“To whomsoever it may concern”**

This is to certify that, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is a bonafide student/ employee of……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**By**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Designation)

Place-

Date-