

CBSE Board
Exams 2023

STAGE - I

**Sample Question
Papers (1-5)**

FULLY SOLVED
(Question-Answer)

Section-B

Creative Writing Skills

III.

(20 Marks)

All the names and addresses used in the questions are fictitious. Resemblance, if any, is purely coincidental.

1. Attempt **ANY ONE** from A and B given below.

A. As the Sports Captain of your school, write a notice for student's notice-board informing budding cricketers to attend trials for selection in school teams. Invent all the necessary details. (50 words)

(5)

OR

B. You are the co-ordinator of Happy School, Dariyaganj, New Delhi. Write a notice informing the students about 'Mindfulness Camp' being organised in your school using them to participate in large numbers.

Ans. A.**Millenium School, Karnal****NOTICE**

23rd April, 20XX

Cricket Trials for Under-19 and Under-16 Teams

This is to inform all students that the trials for selection in school cricket team will be held on 2nd May, 20XX between 10:00 AM and 4:00 PM in the school playground. Budding players who wish to make it to school teams must attend the trials with complete cricket kits. 20 players will be shortlisted purely on the basis of their all round performance.

Nikhil Tiwari
(Sports Captain)

OR**B.****Happy School, Dariyaganj****NOTICE**

18th September, 20XX

Mindfulness Camp

This is to inform all students that our school is organising a mindfulness camp. The renowned yoga guru, Mr Jayesh Tawde will grace the event and teach student about the age-old practice of mindfulness. The details of the camp are

Date : 30th September, 20XX

Time : 9 am to 3 pm

Venue : School Auditorium

Students are requested to attend the camp in large numbers. Interested students can register for the event on the school website for further details contact the undersigned.

Mrs Rukmini Deb
(Co-ordinator)

2. Attempt ANY ONE from A and B given below.

- A. The literary club of your school is putting up the play 'Waiting for Godot'. As secretary of the club, draft an invitation for the same in not more than 50 words. (5)

OR

- B. You are Krish/ Kritika Sharma. Your friend from Malaysia is staying in the hostel. Invite him to join Diwali celebrations with you at your residence.

Ans. A.**The Literary Club****of****Mount Mary Convent School, New Delhi**

Solicits the pleasure of your company on the occasion of

The Grand Premiere**of****The play 'Waiting For Godot' at****5:00 PM on Sunday, 24th December, 20XX****Mr Sudeesh Gupta, the famous writer****will be the guest of honor.****R.S.V.P.****Alisha (Secretary of the Club)****Mount Mary Convent School, New Delhi****Phone - 98XXXXXXX**

OR

B. 315/2 Raja Gardens
New Delhi

25th October, 20XX

Dear George

It brings me great pleasure to know that you are enjoying while studying in India. I have made yet another plan to double this joy. You know that Diwali, the festival of lights, is approaching. It gives me great pleasure to invite you to Diwali celebrations at my residence. We shall have great fun whilst preparing the house for the festival.

Do join us for the 'Puja' and Diwali celebrations. We will be eagerly waiting for your reply.

Yours sincerely

Kritika Sharma

3. Answer ANY ONE from A and B given below.

- A. MSL India Limited, Mumbai has advertised for recruitment of Management Trainees to be groomed as managers in their company. Apply for the same with your bio-data. You are Neeraj/Neeta Mukherjee of Kolkata.

CAREER OPPORTUNITY

MSL Limited, Mumbai

Management Trainees

(Female candidates will be encouraged)

- MBA from recognized institution (having final degree/transcript, result awaiting candidates will not be entertained).
- Fresh or one year experience in Corporate Sector.
- Age up to 26 years.

We value and reward initiative and performance by offering competitive salaries, career development and benefits.

Send your resume with a covering letter and passport size photograph within 3 weeks of publication of this advertisement.

Candidates may also send their credentials at hr@atlaspower.com.pk

OR

- B. You are Rita/Rohan. Write a letter to the Editor, The Times of India, Lucknow, about your village which does not have a Primary Health Centre. The sick villagers have to travel a long distance for medical help. Many villagers have died due to lack of timely medical care. You can use the following clues. (120-150 words)

Clues

- None in close proximity
- Time-consuming journey
- Many have lost lives
- Need to open primary health clinics

Ans. A. 2, Ballygunge Phari
Kolkata - 700019
12th May, 20XX
The HR Manager
MSL India Limited
Mumbai

Subject Application for the Post of Management Trainee

Sir/Ma'am

In response to your advertisement for Management Trainees in 'The Indian Express' dated 9th May, 20XX, I wish to be considered for the same in your organisation. I possess the requisite qualification and find myself to be a suitable candidate for the same.

I have completed my BBA and MBA from Utkal University with specialisation in marketing. I have throughout been a first-class student and in excellent health. I am confident that I can prove to be an asset to your company.

I am enclosing my bio-data in support of my application. I am available for interview at your convenience. I hope to receive a positive response from your side.

Yours sincerely

Neeta Mukherjee

Enclosed : Bio-data

Bio-Data

Name	Neeta Mukherjee
Father's Name	Mr Subroto Mukherjee
Address	2, Ballygunge Phari, Kolkata - 700019
Contact No	98940XXXXX
E-mail	neetam19XX@gmail.com
Date of Birth	2nd October, 19XX

Educational Qualification

S. NO	Name of Exam	College/Board/University	Year of Passing	Percentage/GPA received
1.	MBA	Utkal University, Bhubaneswar	20XX	76%
2.	BBA	Utkal University, Bhubaneswar	20XX	82%
3.	Senior Secondary	CBSE	19XX	92%
4.	Secondary	CBSE	19XX	83%

Languages Known English, Hindi, Bengali

Strengths Good time management skill and fluency in English speaking

Work Experience Working as a Managing Associate in PQR firm since 20XX

- References**
1. Dr. Sandeep Mahapatra (Mobile no. 98976XXXXX)
HOD (Marketing Dept.) Utkal University, Bhubaneswar
 2. Mr. RN Siddiqui (Mobile no. 94438XXXXX)
General Manager (Sales), Savitri Foods Ltd, Kolkata

OR

B. Village Mukhonia
District Mainpuri - 205125

8th August, 20XX

The Editor
Times of India
Lucknow

Subject Establishment of Primary Health Centre in Mukhonia, District Mainpuri

Sir/Ma'am

Through the columns of your esteemed newspaper, I want to bring the attention of the Health and Family Welfare officials of the State Government of Uttar Pradesh about the lack of a Primary Health Centre in Mukhonia, a large village in the Western region of Mainpuri District.

Our village has a population of approximately 5000 people and the nearest Health Centre (-) the Mainpuri District Hospital is very distant; over 30 kms away. Anyone who is suffering from any disease or complication has to go to the district hospital for treatment. There is no other Health Centre in close proximity of the village.

Recently, one person died while travelling to the hospital after being bitten by a snake. Had there been a facility of immediate healthcare nearby, this person's life could have been saved. Such incidents keep happening from time to time, especially during the monsoon season. The journey to district hospital is very time consuming due to no regular means of public transport being available.

I therefore request the authorities to give serious consideration to this request on behalf of all the residents of Mukhonia village and open a Primary Health Centre in our village.

Thank you

Yours sincerely

Rohan

4. Answer ANY ONE from A and B given below.

- A. Children begging at crossroads is a common sight in cities today. Our country should provide good food and a healthy environment for its children so that they don't have to beg on the roads. As a concerned citizen, write an article in 120-150 words on the topic. 'How to eradicate begging from our country' with the help of the following clues. You are Neelima/Naveen. (5)

Clues

- Common sight
- The responsibility of earning
- Our moral responsibility
- Poverty-driven country
- Government measures

OR

- B. You were a witness of a daring daylight bank robbery when you had gone to your bank for some personal work. Write a report on the incident with the help of the following clues. You are Maya Nautiyal/Mohit. (120-150 words)

Clues

- Great rush
- Four men wearing masks
- Telephone wire cut
- Shout of threat
- Firing in the air
- Ran away

Ans. A.

How to Eradicate Begging from our Country

by Neelima

The moment you stop your car at the traffic red light, you see a dirty looking child banging your car window asking for money. Be it railway stations, tourist spots, in temples or in areas where there is a regular crowd, begging is a common sight in India.

In spite of its rapid economic growth, India is a poverty-stricken country with millions of child beggars in the country. Instead of sending their children to school, giving proper food and a healthy environment, poor families send them to beg. Children are burdened with the responsibility of earning as their family's income is not enough to feed the entire family.

The government claims that many measures including education, training programs, etc have been taken to abolish begging. But the trend still continues. We are also to be blamed. As the citizens of this country, it is our moral responsibility to stop this menace from its roots. If more people come out and take a pledge that they are not going to give a single penny to any beggar, irrespective of their need, beggary will be completely uprooted from our country. Meanwhile, let the government continue with its poverty alleviation schemes and make India a better place to live in.

OR

B.

An Eye Witness Account of a Bank Robbery

by Maya Nautiyal

6th July, New Delhi: When I reached the Central Bank of India, Malviya Nagar branch at about 11:30 AM on Friday, 6th July, there was a great rush at all the counters. I had gone there to withdraw some cash from my account.

As there was rush at the withdrawal counter, I had to stand in the queue. All of a sudden, there was a commotion and someone shouted, "Stand still or get killed". I looked back in alarm and saw four young men wearing masks rushing in. They had pistols in their hands. One of the robbers snatched the gun from the guard. Two of them stood at the gate and frightened everybody by firing in the air. The leader of the gang warned the staff against shouting or calling the police.

In the meantime telephone wires were cut. Everybody stood frightened and helpless. Within minutes, the gang took away huge amounts of cash in a bag. They got into a waiting Mahindra Scorpio and sped away firing one more round in the air. The Manager, after recovering from the shock, immediately informed the police who arrived in no time and cordoned off the area. They began their investigation also but no one has been arrested so far. People inside the bank, including me were questioned by the police. After one and a half hour, all the customers were allowed to leave the bank. I returned home safely and thanked God.

Section - B

Creative Writing Skills

(20 Marks)

All the names and addresses used in the questions are fictitious. Resemblance, if any, is purely coincidental.

III. 1. Attempt **ANY ONE** from A and B given below.

(5)

A. You are Asma/Ashish, Head Girl/Boy of Aryabhatta International School. Your school is soon going to publish its annual magazine next month. Draft a notice, in about 50 words, for the school notice board, addressing students of classes IX to XII, informing them to submit their write ups for the magazine.

OR

B. You are the librarian of Crescent International School, Gwalior. The annual examination are going to commence soon. Draft a notice for your school notice board in not more than 50 words, asking all the students and teachers to return the library books they have borrowed two days before the commencement of the examination.

Ans. A.

Aryabhatta International School

NOTICE

31st August, 20XX

Call For Submissions

This is to inform all the students that our school is going to publish its annual magazine next month. All those who wish to contribute can mail their entries to aryazmagazine@gmail.com. Write-ups will be accepted latest by September 20th till 11:59 PM. You can take any topic of your choice. For further information, contact your respective class teachers.

Thank you

Asma

Head Girl

OR

B.

Crescent International School, Gwalior
NOTICE

20th February, 20XX

Return of Library Books

This is to remind all the teachers and students to submit the books borrowed from the library latest by 1st March, 20XX. Failure to do so would result in the situation of students not being allowed to sit for their annual examination. Your prompt action will be appreciated.

Neelima Pradhan
 (Librarian)

2. Attempt ANY ONE from A and B given below.

(5)

- A. You are Ashish/Ritika. You have received a letter from your close friend inviting you to attend the marriage of his sister. But unfortunately you cannot attend it due to your previous commitments. Write a reply to the invitation regretting your inability to attend the marriage ceremony. (50 words)

OR

- B. Draft an invitation on behalf of Mr & Mrs Raj Karan of 38, Kamal Kunj, Varanasi, which they may use to invite their friends and relatives on the wedding of their son Nikhil at their residence on 28th December, 20XX. (50 words)

Ans. A.

65 Engineer's Enclave
 Jaipur-303004

4th May, 20XX

Dear Hitesh

Thanks a lot for your invitation to Srishti's wedding. I am really happy for her and for your family. However, as I have my college final exams during the same time, I won't be able to participate in the wedding festivities. I wish I could have helped you when you needed it the most.

I wish all the best to the newly wed couple for their happy married life and thank you once again for your kind invitation.

Yours
 Ashish

OR

B.

Mrs. and Mr. Raj Karan

Solicit your gracious presence on the auspicious occasion

of the marriage of their Son

NIKHIL

(Son of Mrs Savita and Mr Raj Karan)

With

SMRIDHI

(Daughter of Mrs Suman and Mr Kapil Sharma)

on

28th December, 20XX

at 7:30 PM

at

Red Carpet, Party Lawn, Varanasi

R.S.V.P.

Raj Karan

38, Kamal Kunj

Varanasi

Ph. : 9868XXXXXX

With best compliments from
 Vinod Karan & All Relatives

3. Attempt ANY ONE from A and B given below.

(5)

- A. You are Anu/Arun, 13 WEA, Karol Bagh, New Delhi. You see all around that people buy pets of foreign breed for hefty amount and then also boast that they really care for animals. You strongly feel that people should instead adopt stray animals and then take care of them, to be called animal lovers in the true sense. Write a letter to the Editor of a National Daily giving your views on the issue. You can take help from the following visuals. (120-150 words)

People call me
'go away, filthy stray dog'



I keep hoping that one day,
I will meet a friend who's willing
to give me a nice home

OR

- B. You are Karan/Kiran. Draft an application for the post of an Accountant in HMT Ltd, Gwalior in response to an advertisement given below. Also enclose your bio-data.

Need for Accountant

An Accountant is required to work at a reputed organisation. The candidate should meet the following criterion

- Bachelor's degree in accounting
- Hindi & English proficiency
- At least 3 years' experience in handling accounts
- Transferable Visa

For interested persons, kindly send your CV to

Ans. A. 13 WEA, Karol Bagh

New Delhi-110005

27th July, 20XX

The Editor

National Daily

New Delhi-110005

Subject Adopt Stray Animals Instead of Buying Pets

Sir/Ma'am

Through the columns of your esteemed newspaper, I would like to draw the attention of society and especially of all animal lovers towards a common scenario regarding pets.

Most of the animal lovers buy pets at a high price and then say that they are true animal lovers. People indulging in such activities should pause and think that if they really love animals, then they should instead adopt stray animals and take care of them as pets. In this way they will be giving a healthy life to an innocent soul. Surely, the stray animal too would bestow unconditional love on the adopter.

NGOs and volunteers too should come forward and encourage people to do this so that the problem of stray dogs gets a convenient and efficient solution. I hope that the animal lovers as well as the concerned authorities become aware and take action accordingly.

Thanking you

Yours sincerely

Arun

OR

B. 2, Judges Court Road
Bhopal - 462003

12th August, 20XX
The HR Manager
HMT Limited
Gwalior

Subject Application for the post of Accountant

Sir/Ma'am

In response to your advertisement in the 'National Daily' dated 10th August 20XX, I wish to be considered for the post of Accountant in your organisation. My qualifications and experience are as required in your advertisement. My special experience in auditing of accounts will be an additional expertise which may be of use to your Accounts Department.

I am enclosing my bio-data in support of my application. I am available for interview at your convenience. I hope to receive a positive response from your side.

Thanking you in advance

Yours sincerely

(Karan Bhardwaj)

Enclosed : Bio-data

Bio-Data

Name	Karan Bhardwaj
Father's Name	Mr. Nishant Bhardwaj
Address	2, Judges Court Road, Bhopal - 462003
Contact No	98930XXXXX
E-mail	karanb19XX@gmail.com
Date of Birth	12th October, 19XX

Educational Qualification

S. NO	Name of Exam	College/Board/University	Year of Passing	Percentage/GPA received
1.	M. Com	Barkatullah University, Bhopal	20XX	65%
2.	B. Com	Barkatullah University, Bhopal	20XX	67%
3.	Senior Secondary	CBSE	19XX	72%
4.	Secondary	CBSE	19XX	75%

Languages Known English, Hindi, Urdu

Work Experience Working as Accountant with M/s Parvati Foods Ltd, Jabalpur, since July, 2009, in the Internal Audit Section of their Accounts Department.

References

- 1. Dr Shravan Kumar (Mobile no 99876XXXXX)
HOD (Commerce)
Barkatullah University, Bhopal
- 2. Mr. RN Yadav (Mobile no 96438XXXXX)
General Manager (Accounts)
Parvati Foods Ltd, Jabalpur

4. Attempt ANY ONE from A and B given below.

(5)

A. You are Swati/Sandeep, a member of the Environmental Club of your School. After visiting many places in and around the city you noticed activities being carried out that harm the environment. Post this visit, you have realised that it is the need of the hour to protect the environment.

As a columnist for your school magazine, write an article using the following clues.

- Maintain ecological balance
- Plant trees
- Reduce pollution
- Reduce deforestation
- Stop dumping industrial waste in rivers

OR

B. You notice that a lot of youngsters today are connecting to social networking sites for one reason or the other. At times, it brings more evils than seeing good to innocent students. Write a report for your school magazine on 'Bad effects of Social Networking Sites'. You are Reema/Rakshit of Class XII-C. You can take help from the following clues.

- Mania of sites
- Information that is fake or distorted
- Keeps one distracted
- Necessity of counselling

Ans. A.

Environmental Degradation

by Sandeep, Class XII-A

The present world is not unknown of the degradation of the environment for its effects can be seen far and wide in the form of disasters, diseases and what not. Yet, the degradation of the environment continues unabated. We are accepted rapid deforestation in the name of progress and urbanisation. Many forest belts have been cleared to establish industrial units. The greed and increasing needs of man is slowly swallowing the remaining green belts.

The price of the 'so called' progress has been rather heavy. Deforestation on a large scale has led to disastrous results. Famines, floods and land erosion have destroyed environmental balance. Our rivers and lakes have become dumping grounds for industrial waste, garbage and dirt. Our cities are becoming more polluted every year. Delhi, the capital of India, has earned the notoriety (ill fame) of being the fourth most polluted city in the world. The emission of smoke from factories has converted our cities into big gas chambers.

The need of the hour is to protect and preserve the environment and maintain the ecological balance. This environmental degradation can be stopped only by creating awareness among people. We need to plant more and more trees. Trees bring rain and keep the upper soil intact. Further, we need a system which effectively disposes of waste and does not cause pollution. Only a concerted effort by all can help in making this vast country become a pleasant and clean place to live in.

OR**Bad Effects of Social Networking Sites**

by Reema, Class XII-C

3rd January, 20XX

Today, social people are not known by the number of people they meet, but are regarded as social by knowing how active they are on various social networking sites. There is a mania for these social networking sites amongst people especially teenagers who get addicted to them without understanding its pros and cons. These sites keep students distracted for hours together. As a result, students do not get academically weak but also suffer from various physical and psychological after effects. While it is accepted that some of these sites are good and knowledgeable, but others just give information in a distorted form. No doubt social media gives the youngsters a voice but at the same time, it also results in increasing hostility among them. Verbal attacks and argument does not limit to these sites but also spill into real life. As a result, it sends a negative message to society and adversely moulds the psychology of innocent youngsters.

Parents should take a strong step in this regard by talking to their children openly and discussing the adverse effects of using these sites for long hours. Schools should also counsel their students on this issue by arranging special sessions with counsellors, instead of ignoring the issue, it should be dealt with by all concerned in a positive manner.

- (vii) Adolescents use phone-based communication as an important way to maintain their social relationships. Therefore, social media websites are used by them and have become an integral part of their lives. This makes them susceptible to social media overuse.
- (viii) (b) four, scores
- (ix) harmful
- (x) The given statement is untrue as the data revealed by the survey indicates that despite higher social status and purchasing capacity of private PU students, there is not much difference between government and Private PU college students as far as social Media relevance is concerned.

Section-B

Creative Writing Skills

(20 Marks)

All the names and addresses used in the questions are fictitious. Resemblance, if any, is purely coincidental.

1. Attempt ANY ONE from A and B given below.

(5)

A. You are Anil/Amira, the coordinator of St. Mark's School, Janakpuri, New Delhi. Your school is organising a session on 'Study Skills' for the students of classes IX - XII. The session will be conducted by an eminent psychologist. Draft a notice in about 50 words informing the students about the session. Include all the necessary details.

OR

B. You are Abhishek/Avantika of Class XII, Swami Vivekanand Public School. Being on Activity Coordinator of the school, draft a notice in about 50 words, addressing all the Activity Council members to discuss and plan the activities for 25th December (Christmas Day) celebrations.

Ans. A.

St Mark's School, Janakpuri

New Delhi

NOTICE

12th June, 20XX

Seminar on 'Study Skills'

The students of classes 9th to 12th are hereby informed that the eminent Psychologist Dr. Samir Parikh would visit our school on 15th October, 20XX. He would conduct a session on 'Study Skills' at 9:00 AM in the school auditorium. Therefore, all students are requested to assemble in the auditorium before 8:50 AM positively.

Anil/Amira
(Coordinator)

OR

B.

Swami Vivekanand Public School, Delhi

NOTICE

6th December, 20XX

Activities for Celebration of Christmas Day

All the Activity Council members are informed to attend a meeting tomorrow at 10:30 AM in the Biology Lab. The meeting is called to discuss the activities to be organised for Christmas Day celebrations. Members are expected to come up with their suggestions and ideas along the estimated cost and all other necessary requirements. For further details, please contact the undersigned.

Abhishek
Class XII
(Activity Coordinator)

2. Attempt ANY ONE from A and B given below. (5)

- A. You are Adarsh Rampuria. You are opening a new branch of your business house Golden Threads at C-32, RM Marg, Siliguri. Write an informal invitation to your uncle to attend the inauguration ceremony and bless you. (50 words)

OR

- B. You are a student of Laxmi Public School, Model Town, Delhi. The school is holding its Annual Function at 5:30 PM on 24th December, 20XX. The Education Minister had consented to be the Chief Guest. Design an invitation card to be sent to the parents and other invitees. (50 words)

Ans. A. 247/5 D, Hill Cart Road, Siliguri
7th December, 20XX
Dear Uncle
With the grace of God and your blessings I am diversifying my business concern. A new branch of our business house Golden Threads will be inaugurated at C-32, RM Marg, Siliguri on 24th December, 20XX at 9:00 AM. Please come in time to join the ceremony and shower your blessings on us.
Yours sincerely
Adarsh Rampuria

OR

B. The Principal, Staff and Students of
Laxmi Public School, Model Town, Delhi
Request the pleasure of your company
on
Annual Day Celebration
on Sunday, 24th December, 20XX
at 5:30 PM
in the School Auditorium
Honourable Education Minister has very kindly consented to be
the Chief Guest.

R.S.V.P.
Admin Officer
011-27XXXXXX
Special Instruction:
(This card admits only two people. For all other guests' entry payable.)

3. Attempt ANY ONE from A and B given below. (5)

- A. A student's anxieties never end. After clearing the Class XII Board Examination, there is the uncertainty of getting admission in a college and a course of one's choice. The cut-off percentage in good colleges rises every year. There are hardly any openings for average students. Write a letter to the Editor of a National Daily stating the problems and giving suggestions to create job-oriented vocational courses for students after passing Class XII. You are Arijit/Aperna. (120-150 words)

Clues

- Cut off percentage rising
- Increasing demotivation in students
- Students are unable to get admission
- Create job-oriented courses

OR

- B. You are Suresh/Sunita, 21 Vaishali, Bengaluru. You came across the following advertisement in a National Daily. You consider yourself suitable and eligible for the post. Write an application in response to the advertisement given below. (120-150 words)

Applications are invited for the post of Junior Engineer. The candidate must have at least a diploma in Civil Engineering from a recognised institute. He should have at least 3 years experience of field work. With qualifications and experience. Apply to the Manager, Parsva Constructions Ltd, 24, Sector-10, Mysore within 10 days with detailed resume.

Ans. A. 106, Maharani Bagh

New Delhi-110027

20th July, 20XX

The Editor

National Daily

BSJ Marg

Delhi -110002

Subject Lack of Opportunities After School

Sir/Ma'am

Through the columns of your esteemed newspaper, I wish to highlight the problems faced by students entering college and give suggestions that may help in solving the problem.

Students who passed Class XII face a huge dilemma because there is always uncertainty about getting admission in a college and a course of one's choice. All are aware that the cut-off percentage for admission to various courses is rising every year in renowned colleges, thus becoming a nightmare for average scorers.

The inability to get admission to a college of one's choice leads to frustration and demotivation among students. It is suggested that the government should open more colleges with vocational stream. Job-oriented vocational courses will cater to the needs of the average scorer, thereby increasing their self-esteem. This will ensure a better future for students and would create job opportunities for them.

I hope that the concerned authorities become aware of this problem and take decisions to solve it.

Thank you

Yours sincerely

Arijit/Aperna

OR

B. 21, Vaishali

Bengaluru

1st March, 20XX

The Manager

Parsva Constructions Ltd.

24, Sector-10, Mysore

Subject Application for the Post of Junior Engineer

Sir/Madam

In response to your advertisement in the National Daily, dated 25th February, 20XX for the post of a Junior Engineer in your renowned organisation, I wish to offer my candidature. I am enclosing a copy of my bio-data for your perusal and kind consideration. I am a very efficient worker with an experience of 3 years of field work.

I am available for the interview on any day of your convenience. If given a chance to serve you, I assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank you

Yours faithfully

Suresh

Encl.: Bio-data

Bio- Data

Name	Suresh
Father's Name	Mr Mithun Sharma
Date of Birth	25th July, 1996
Address	21, Vaishali, Bengaluru
Phone	98100XXXXX
E-mail	sunsharma@gmail.com
Marital Status	Single
Nationality	Indian

Academic Qualification

Name of the Exam	Institute	Year	Percentage
Civil Engineering	XYZ University	2017	67%
Senior Secondary	ABC School	2014	96.4%
Secondary	ABC School	2012	95%

Hobbies Trekking and Reading

Strengths Good communication skills, computer literate, proficient in English, Hindi and German

References

- Mr Vijay Mathur, Assistant Professor at XYZ University
- Mr Satish Ohri, Manager at PQR Industries, Bengaluru

4. Attempt ANY ONE from A and B given below.

(5)

A. Media has a big impact on today's youth and you observe that in today's environment it is misleading the youth. Write an article for your school magazine expressing your views about it. You are Binod Trivedi of Class XII - A. You can use the following clues. (120 - 150 words.)

- Attraction towards Western Culture
- Anti-social activities
- Fake news/Misinformation
- Check on the shows

OR

B. Many job seekers are so desperate to leave their own country and start a new life in another country that they grasp any opportunity which they believe will enable them to do this. Sadly, many of them take risks with their lives and still do not fulfil their dream. As Aayushi/Aayush Mehra, write a report on the topic 'Desperate Emigrants' to be published in your school newsletter. You can use the following clues. (120-150 words)

Clues

- Increasing number of emigrants
- Fall prey to unscrupulous 'agents'
- Desperate in seeking new jobs
- Illegal means of transportation
- Live under the threat of discovery and being deported

Ans. A.

Effects of Media on Today's Youth

by Binod Trivedi, XII-A

It is a known fact that media is a very powerful mode of spreading information. However, it is also misleading today's youth. The younger generation today is exposed to a lot of unwanted information at a very young age. With television becoming a part of everyday lives of each and every home, children are more and more attracted towards the Western culture. Their focus and attention span is decreasing and they get easily distracted. They don't analyse the complete situation and grasp things at their own convenience. This adversely affects them mentally and psychology as they are openly indulging in anti-social activities.

In addition, with plethora of information available to them, they get easily confused and do not develop proper decision making skills. To remedy such a problem, the shows being telecast must be monitored. Strict action must be taken against the defaulters. Thus, media is a pillar on which rests our society so its powers must be positively harnessed to reap maximum benefits for all.

OR

B.

Desperate Emigrants

by Aayushi Mehra

There is a growing concern about the increasing number of emigrants who are seeking better life in other countries. Unscrupulous people or agents take advantage of their desperation by promising to get them into the country of their choice by unfair means for money. These desperate people part with their entire life savings and even go through dangerous and illegal transportation methods to go to their preferred destination in high hopes of a better life. Some are hidden in container lorries for a long period of time without enough food and water, while others have been found hanging to the bottom of trains.

Even those who do succeed in reaching their promised land often face disappointment and heartache. Frequently, they find that they are not allowed to stay and end up being deported, spending several uncomfortable and frustrating months before finding out that their dreams have been shattered. Such people should be well aware of the fact that they will not be granted access to any country if they try to enter it illegally. Moreover, they will not be given any permanent job. So, people should think twice before parting with their hard earned money and putting their lives on risk.

Section-B

Creative Writing Skills

III.

(20 Marks)

All the names and addresses used in the questions are fictitious. Resemblance, if any, is purely coincidental.

1. Attempt ANY ONE from A and B given below. (5)

A. You are Ravi/Rachna. As President of the Literary Club of your school; you have organised an inter-school debate competition on the occasion of the Silver Jubilee celebrations of your school. Write a notice in about 50 words, informing the students of your school about this competition.

OR

B. Recently it was in the news that a cyclone is Odisha causing severe damage to life and infrastructure. Being the Head Girl of your school, draft a notice for the students and staff appearing for donations of relief products like clothes, money, books and other articles in not more than 50 words.

Ans. A.

Ras Bihari Model School, Mathura

NOTICE

5th December, 20XX

Inter School Debate Competition

This is to inform you that The Literary Club is organising an inter-school debate competition on the occasion of the Silver Jubilee celebrations of our school as per details given below.

- Date: 18th December, 20XX
- Time: 11:00 AM onwards
- Venue: Saraswati Auditorium
- Topic: "Nuclear Armament is India's best defence against cross-border terrorism".

Last date for receipt of names: 10th December up to 4:30 PM in the Activities Room. For further details contact the undersigned.

Ravi/Rachna
(President)

OR

B.

Vijay Public School, vijay nagar

NOTICE

8th December, 20XX

Appeal for Donations

This is to inform all that the Student Council of our school has organised a rehabilitation drive for the victims of the recent cyclone in Odisha. One can donate clothes, books and other articles like blanket, blazer, quilt, etc. to help the poor and affected. By doing this, we will show our humanitarian nature. Certificates will be given to the major contributors. For other details, contact the undersigned.

Akanksha
(Head Girl)

2. Attempt ANY ONE from A and B given below. (5)

A. As the Principal of Aakash Vani Public School, write a formal invitation to the District Magistrate, asking him to be the Chief Guest at the Annual Sports Day of your school. Provide the necessary details. (50 words)

OR

B. You are Rahul Gupta and you have been invited to the post selection party of your friend Anuj. Write an informal reply regretting your inability to attend the same in not more than 50 words.

Ans. A.

Aakash Vani Public School

M-25, M Block, Vaishali, Ghaziabad- 201010

12th August, 20XX

Mr LM Tyagi

District Magistrate

Ghaziabad

Subject Invitation for Annual Sports Day

Respected Sir

It is a matter of great pride that our school is celebrating its 25th Annual Sports Day function on 25th September, 20XX from 10:00 AM onwards at the school ground. We shall consider it a great honour if you could grace the occasion and preside over the function as the Chief Guest and give away the prizes.

Your graceful presence at the function will greatly enhance our morale and act as a source of inspiration for the children. We hope that you will kindly accept our request. We also request a line in reply or an email at aakashvan@gmail.com.

Thank you

Yours faithfully

Aakash Vani Public School

Principal

OR

B.

7-C, Yojna Vihar, Delhi

10th May, 20XX

Dear Anuj

Many thanks for inviting me to attend your post selection party, but I am sorry to say that I shall not be able to attend the same as I shall be out of station next week. I shall miss this joyous occasion. I wish you all the best for the future.

God Bless You!

Yours truly

Rahul Gupta

3. Attempt ANY ONE from A and B given below.

(5)

- A. You are Kavita / Kailash staying at B-101, Yamuna Vihar, Delhi. You find it disturbing that despite a ban on the use of polythene bags, its use is rampant in the city. Write a letter to the Editor of a National Daily expressing your concern about the apathy of people towards environmental degradation. Also suggest ways to mobilise city dwellers for the cause of safe environment with the help of school children. (120-150 words)



OR

- B. You are Sudha/Sudhir resident of A-7, Shanti Park. You read the following advertisement in a newspaper.

SITUATION VACANT

Wanted a young and experienced graduate with fluency in English and Hindi, to work as receptionist at Customer Care booths of NCR Groups of Hotels, Delhi. Contact Manager along with your complete CV within 7 days of this advertisement.

Draft an application in response to the advertisement giving your detailed resume.
(120-150 words)

Ans. A. B-101, Yamuna Vihar

Delhi-110056

2nd May, 20XX

The Editor

National Daily

Delhi-110001

Subject Letter Concerning the Use of Polythene Bags Despite Being Banned

Sir/Ma'am

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authority towards the rampant use of polythene bags by the people despite its ban.

It is a known fact that the polythene bags which is an important part of all garbage disposal is very dangerous for our as well as the environmental health. They are responsible for polluting the environment which in turn threatens the life of all flora and fauna. Understanding the degrading effects of polythene, the government had imposed a ban on them. But, despite the ban the use of polythene has not reduced. In fact, black markets have emerged that deal with plastic bags.

In such a situation, in order to be successful, a proper sustainable alternative needs to be introduced. Even when legislations are drafted, all loopholes must be identified. An efficient system for plastic and waste removal must be developed.

I hope that the concerned authorities take immediate action towards solving the issue.

Thank you

Yours truly

Kailash/Kavita

OR

B. A-7, Shanti Park

Delhi-110001

16th December, 20XX

The Manager

NCR Group of Hotels

Delhi-110001

Subject Application for the Post of Receptionist

Sir/Ma'am

In response to your advertisement in the Hindustan Times dated December, 20XX for the post of receptionist, I hereby offer my candidature for the same.

As required by you, I possess requisite qualifications and experience. I want to join your hotels to fully utilise my potential. So, you may call me for an interview on any date as per your convenience. I shall be able to join my duties at one month's notice if appointed. I am enclosing my detailed resume for your perusal.

If given a chance to serve you I assure you that I shall work with utmost sincerity and dedication up to your satisfaction.

Thank You

Sudha/Sudhir

Enclosure: Bio-data

Bio-Data

Name	Sudha/Sudhir
Father's Name	Mr Subhas
Date of Birth	24th February, 1995
Address	A-7, Shanti Park, Delhi
Phone	85XXXXXX
E-mail	susha123@gmail.com

Educational Qualification

Name of the Exam	Board/University	Year	Percentage
Diploma in Computers	Aptech University	2017	66%
BA	Delhi University	2016	56%
Class 12th	CBSE	2013	89%
Class 10th	CBSE	2011	8.5 GPA

Nationality Indian**Languages Known** Hindi, English**Experience** Worked as receptionist with ABC group of companies for 2 years.**References**

- Dr Mohit Aggarwal, (Surgeon), GTB Hospital, Delhi
- Mr Ashok Kumar, Principal, AB Public School, Delhi

4. Attempt ANY ONE from A and B given below.

(5)

- A. In India, the urban poor live in sub-human conditions in slums. Write a report on 'Possible Steps to Deal with Slums in India'. You are Kundan/Kashish, City Reporter of a newspaper. You can take help from the following clues. (120-150 words)

Clues

- Integral part of urban landscape
- Lack of proper environment
- Sustained employment opportunities
- Long-term steps that decentralise economic activities
- Migrate for better opportunities
- Need of affordable, planned housing

OR

- B. You read an article on 'Children and Smartphones' in a reputed magazine. Now, write an article for your school magazine expressing your views about the same. You are Ajeet/Akshara, a student of Class XII-A. You can use the following clues. (120-150 words)

Clues

- Smartphones in vogue and ubiquitous
- Maturity and understanding
- Need for parental supervision
- Become a necessity
- Personal data and life on public display
- Knowledge of advantages as well as misuse

Ans. A.**Possible Steps to Deal with Slums in India***by Kashish, City Reporter*

Slums have constituted an integral part of India's urban landscape. Many people who migrate from villages to towns in search of better income opportunities stay in slum colonies for the lack of a better alternative. Slum-dwellers stay in shanty structures in an unhygienic environment with no electricity, running water or sanitation, as formal housing is unaffordable and much beyond their income levels.

Affordable, low cost and planned housing will contribute immensely in this regard. This will bring about a marked improvement in health and hygiene of the residents while raising the level of public hygiene. Another important aspect is availability of sustained employment opportunities. Once a steady flow of earnings is maintained, one can hope for a quality of life far better than that in slums. All these steps in conjunction with long-term steps to decentralise economic activities will help a great deal in slum rehabilitation.

OR

B.

Children and Smartphones

by Akshara, XII-A

Children today live in a world where smartphones are in vogue and ubiquitous (found everywhere). For them it has become a necessity and they are eager to have their own. This fact has led many discussions about the ideal age for children to have their first smartphone.

Many experts agree on the need for children to be mature and understand the disadvantages of what they have in their hand. They must be able to understand the dangers of sharing too many details of their personal life on the internet. They have to be aware that any information shared on the internet remains publicly available and can be easily misused. Last but not the least, they need to understand that keeping manners matters; in other words, what in the online world is known as *Netiquette* (internet etiquettes) is important.

Mobiles will require parental supervision to protect children, to teach them how to properly use smartphones, to avoid possible problems and finally to take responsibility for their misuse. Children must know that although the smartphone is a great resource of knowledge and information, it also brings many cons. So, they must know how to take advantage of mobile phones while avoiding its misuse.

Ans. (i) True

- (ii) The conclusion of the survey conducted by the DCPCR was that most minor criminals came from deprived backgrounds.
- (iii) human values (iv) (a) Practical
- (v) 'Peer influence' means when you are influenced by other people (year peers) to act in a certain way.
- (vi) As per the information given in the passage, only creating laws will not help in eradicating crimes among teens. The government and the society have to make concerted efforts in order to solve the issue of teenage crime.
- (vii) (d) 1, 4, 3, 2 (viii) (c) Universal education
- (ix) (a) urban value system
- (x) The common characteristic of the children found in special homes was that they earned for their family.

Section-B

Creative Writing Skills

(20 Marks)

All the names and addresses used in the questions are fictitious. Resemblance, if any, is purely coincidental.

1. Attempt ANY ONE from A and B given below.

(5)

- A. You are Sameer/Sarla, Head Boy/Girl of JP Public School. Your school is organising a 'Blood Donation Camp' in association with the Red Cross Society of India. Draft a notice in about 50 words, for the school notice board, addressing students of classes XI-XII, informing them about this camp and urging them to donate blood.

OR

- B. As the School Captain of Meerut Public School, Varanasi draft a notice in not more than 50 words for the school notice board, informing the students of class XII about a guest lecture by Mr. Rajiv, an environmentalist, on the topic 'Conservation of Water'.

Ans. A.

JP Public School

NOTICE

10th October, 20XX

Blood Donation Camp in School

This is to inform all students that our school is organising a 'Blood Donation Camp' on 15th October, 20XX, in the school campus in association with the Red Cross Society of India. The students of Class XI and XII, teachers and staff who want to donate blood should carry their blood group report. In addition, students must have their parent's consent letter. The timings are from 9:00 AM to 3:00 PM in the school dispensary. For further information, you may contact the undersigned.

Sameer
(Head Boy)

OR

B.

Meerut Public School, Shastri Market, Varanasi

NOTICE

31st October, 20XX

Guest Lecture by Environmentalist

All the students of Class XII are informed that a guest lecture on the topic 'Conservation of Water' by a renowned environmentalist Mr. Rajiv is being organised by the school. The seminar/lecture will be held on the coming Saturday, i.e., 3rd November in the school auditorium from 10:30 AM to 11:30 AM. Attendance of Class XII students is compulsory. For more information, contact the undersigned.

Vikram
(School Captain)

2. Attempt ANY ONE from A and B given below.

(5)

- A. You are Divesh Rana, a resident of Haryana. Invite your friend Mohak Chhabra who lives in old Delhi to spend a part of his summer vacations with you at your farm house in Dehradun. (50 words)

OR

- B. You are Saurab/Samaira Chaturvedi living at C-404, Adharsila Apartments, New Delhi. You decide to hold a dinner party to congratulate your grandfather on his 100th birthday. Draft a formal invitation in not more than 50 words to all family members to attend a grand dinner at home.

Ans. A. Shivalik Farms, Dehradun

24th March, 20XX

Dear Mohak

Finally, the days of stress are done. Our exams are over and our summer vacations will begin soon. So, I would like to invite you to spend at least a fortnight with me at my farm house. It is a pollution free place with lots of trees and greenery all around. The serene surroundings will have a refreshing effect on your heart and mind. We shall also visit Nainital and all the nearby places. Looking forward to your arrival.

Yours sincerely

Divesh Rana

OR

B.

Samaira Chaturvedi
requests the pleasure of your graceful presence
at the grand dinner
on the auspicious occasion of the
100th Birthday
of her Grandfather
At her
residence C-404, Adharsila Apartments, New Delhi
At 8:30 PM
On 26th February, 20XX.

RSVP

Samaira Chaturvedi
98100XXXXX

3. Attempt ANY ONE from A and B given below.

(5)

- A. You are Rita/Rajesh Arora from 29-D, Shanti Park, Bengaluru. You have read an advertisement in 'The Times of India' for the post of Assistant Librarian given by St. Darwin Convent Library, Bengaluru. Write an application to apply for the post. Also, give your detailed bio-data separately. (120-150 words)

St. Darwin Convent Library, Bengaluru, invites applications from well qualified and experienced person for the post of Assistant Librarian.

Eligibility Criteria

- A Master degree in Library Science with at least 55% marks
- Minimum 2 years of work experience in a leading academic
- Institute or University
- Language proficiency in English and Hindi

OR

- B. Write a letter to the Editor of a newspaper drawing attention of the authorities to the rash driving and over charging habits of auto-rickshaw drivers. Use the following clues and invent the necessary details. (120-150 words)

Clues

- Indispensable part of transport
- Run helter-skelter
- Charge different price for the same journey
- Misbehave with the passengers

Ans. A. 29-D, Shanti Park
Bengaluru

11th June, 20XX

St. Darwin Convent Library
Bengaluru

Subject Application for the Post of Assistant Librarian

Sir/Ma'am

With reference to your advertisement in 'The Times of India' dated 10th August, 20XX for the post of Librarian, I wish to apply for the same.

I possess requisite qualifications and experience. Having my Master degree in Library Science from Delhi University with first class division. I am currently working with a convent school as a Librarian for the past 3 years and have earned respect from my seniors for my work. I am enclosing my bio-data for your kind consideration. I shall be available for interview on any day at your convenience.

If selected, I assure you that I will work to the best of my ability with dedication and sincerity.

Thank you

Yours truly

Rita Arora

Encl: Bio-data

Bio-Data

Name	Mrs. Rita Arora
Husband's Name	Mr. Jai Arora
Address	29-D, Shanti Park, Bengaluru
Phone	956212XXXX
E-mail	ritahappy@gmail.com
Date of Birth	14th March, 19XX
Marital Status	Single/Unmarried
Nationality	Indian

Academic Qualification

Name of the Examination	Name of the Board/Institution	Year of Passing	Percentage
Masters in Library Science	Delhi University	2017	73%
Bachelors in Library Science	Delhi University	2015	54%

Work Experience	• Currently working with St Anslem School, Delhi for the past 2 years
Hobbies	Reading and watching old movies
References	• Shri CK Gupta, Head Librarian, St. Anslem School, Delhi

OR

B. B-18, Lajpat Nagar
Delhi-110024

2nd May, 20XX

The Editor
The Hindustan Times
Delhi

Subject Letter Concerning the Rash Driving and Overcharging Habits of Auto-rickshaw Drivers

Sir/Ma'am

Through the columns of your esteemed newspaper, I would like to draw the attention of the concerned authority towards the rash driving and over-charging habits of auto-rickshaw drivers.

Although the auto-rickshaws are indispensable for the commuters, it has become a constant source of frustration for them. The auto-rickshaw drivers are rapidly becoming a menace as they openly violate traffic rules. They run helter-skelter when it suits them and draw constant flak from the traffic police. They charge different fares from different people for covering the same distance. They do not follow the systematic meter system and often run unchecked all over the city. Moreover, they overcharge the commuters for a small journey and behave rudely with the passengers.

Understating that most of the working population uses public transport, it has become necessary to take strict action so as to curb such habits of the auto-rickshaw drivers. I hope that the concerned authorities will take impromptu action towards solving the issue.

Thanking you

Yours truly
Kavita

4. Attempt ANY ONE from A and B given below.

(5)

A. Places of pilgrimage have turned into tourist spots. As a result of this, they are losing their importance and grace, thereby disturbing nature too.

You are Swati/Sandeep, a columnist for an e-zine. Draft an article in about 120-150 words on the theme of maintaining the grace of places of pilgrimage. Explore possible reasons for the prevailing situation and include suggestions for addressing it. You may use the clues given below.

- | | |
|---|--|
| <ul style="list-style-type: none"> • Flooded with tourists • construction of roads, hotels, etc • Litter and pollute pilgrimages | <ul style="list-style-type: none"> • Located on high mountains • Excess footfall • Realise the real essence |
|---|--|

OR

B. Once women were worshipped as goddesses in India but gradually their status has deteriorated. The crime against women are increasing day and by and today, the greatest number of crimes are committed against them.

Write a report on 'Crime Against Women'. You are Varsha/Siddhartha, the junior correspondent of a Local Daily. The following clues may be used to frame the report.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Due to patriarchal nature of society • Female foeticide • Abduction and rape • Remedies are women's education and economic independence | <ul style="list-style-type: none"> • Burnt for dowry • Eve-teasing • Exploitation at workplace |
|--|---|

Ans. A.

Maintain the Grace of Pilgrimages

by Sandeep Sharma

In the present world with tourism and travel spreading like wildfire, temples or places of pilgrimages have become a great place for satisfying the wanderlust. All times of the year, the location of the temples and its nearby places are flooded by tourists from all over the world to marvel the ancient beauties of the Indian culture. These epitomes of grace were popular places earlier as well. However, they were not easily approachable as most of them are located on high mountains. Without proper roads and any other facilities, people used to visit these pilgrimages after facing a lot of hardships. In complete contrast, in today's scenario wherein with the construction of roads, hotels, etc., reaching these places have become a lot easier.

Known for its holy and sacred nature, the pilgrimages are full of natural bounty. But, with excess footfall, this nature is also exploited. The grace and dignity of the temples are polluted by the littering left behind by the tourists. At such a juncture, it is our moral responsibility to understand the real essence of our architectural bounty and appreciate its true worth.

B.

OR

Crime Against Women

by Varsha Malik

In a country wherein a woman is worshipped as goddess, it comes as a great surprise when we get to know the rate of crimes against women are increasing day by day. Due to the patriarchal nature of the society, one half of the population of the country is subjected to the worst of crimes. They are harassed, tortured and ill-treated. Brides are burnt alive and constantly traumatised for not fulfilling the outrageous demands of dowry.

Families do not desire a female child because of the sheer responsibilities the society has attached to the birth of a girl child. As a result, female foeticide and even infanticide has become common in the country.

The notion that women are the weaker section of the society results in cases of eve-teasing, abduction, rape and even molestation taking place openly and in broad daylight. In fact, even when a female desires to work, they are exploited and assaulted at their workplaces.

The only solution to this problem is upliftment and empowerment of the female stratum of the society. Women education and the following economic independence makes a female aware enough to retaliate and live a dignified life.