

## WRITING SKILLS – GRADE XII

### Marking Scheme: Format (1), Content (2), Organization of Ideas (1), Accuracy (1)

**NOTICE WRITING:** About an upcoming event or to share important information

#### Marking Scheme

(**Format – 1:** Box, NOTICE (centre), name of issuing authority- organisation/ agency (centre), date of issue (aligned left), Authorisation name, designation & signature (bottom left)

Partial credit (½ mark) if one-two aspects are missing.

No credit if more than two aspects are missing.


**Content -2** ( ½ x 4 ----- min. four points)

**Organisation of ideas -1** (convincing content, structured in paragraphs with formal tone and use of third person e.g. 'Inconvenience regretted' Instead of 'I am/We are sorry for the inconvenience.')

**Accuracy 1** (Spelling, grammar, punctuation, and vocabulary errors)

- Basic content to be memorized with emphasis on the use of capital letters and alignment.
- Date will always be in expanded form whether in format or in content (month & day - first letter capital).
- Signature will be there if one person is issuing the notice.
- Min. 4 value points are a MUST (Day, date, time, venue, agenda, reasoning, etc.)
- Use of third person and the last sentence with reference to the undersigned are a MUST
- Use of 'please' is recommended but no personal greeting, salutation, or thanks to be used.
- Underline key information for greater impact

#### BASIC FORMAT

Name of the Issuing Organization (first letters capital)	
NOTICE (always in BLOCK letters)	
May 3, 2022	
This is to inform/share _____ of the _____ that _____.	
(One more sentence about the importance of the agenda mentioned. Last words will be in third person e.g. – Inconvenience is regretted / Participation is encouraged etc.)	
Day, Date	– Wednesday, May 7, 2022 OR 4 rules / precautions etc.
Time	– 4 PM to 6 PM
Venue / Fee / Ticket etc.	Helpline number/email etc.
Cooperation of _____ will be appreciated. For further queries, please contact the undersigned.	
	
Ram Bhalla	
(President, ABC Colony RWA)	

## EVENT NOTICES:

### Disruption in power supply for routine check of backup generator

ABC Colony R.W.A.

#### NOTICE

May 3, 2022

#### Disruption in Power Supply

This is to inform all residents of the ABC Colony that there will be disruption in power supply on the date mentioned below due to routine check of backup generator. This is necessary to ensure consistent power backup during peak summer days. Inconvenience is regretted.

Day, Date – Wednesday, May 7, 2022

Time – 4 PM to 6 PM

Duration of power loss – Max. 30 minutes

Cooperation of residents will be appreciated. For further queries, please contact the undersigned.



Ram Bhalla

(President, ABC Colony RWA)

### Annual Day participation

ABC School, Man Singh Road, Jaipur

#### NOTICE

May 3, 2022

#### Annual Day Auditions

This is to inform all students of ABC School that the Annual Day is around the corner and auditions will be held on the dates mentioned below. Due to logistical reasons, auditions cannot be held post these dates.

Day, Date – Wednesday, May 7, 2022 TO Monday, May 12, 2022

Time – Zero lesson (2 PM to 2.30 PM)

Venue – School Auditorium

Wholehearted participation is encouraged. For further queries, please contact the undersigned.



Ram Bhalla

(President, Theatre Club)

## INFORMATION NOTICES

CAUSE: Precautions against the latest strain of Coronavirus

C.M.O. Office, Delhi-NCR

### NOTICE

May 3, 2022

#### Precautions Against Corona Resurgence

This is to share with all residents of Delhi-NCR that a resurgence in cases of Covid19 has been observed. It is necessary to take certain precautions to avoid mass panic and spreading of the disease.

- \* Messages forwarded on social media not to be shared further to avoid panic
- \* Cowin.gov.in OR Aarogya Setu to be checked regularly for updates
- \* Masks and sanitizers to be used frequently
- \* Crowded places to be avoided

Cooperation of residents will be appreciated. For further queries, please contact helpline number **1224**. In extreme cases, please contact the undersigned.



Ram Bhalla

(C.M.O., Delhi-NCR)

CAUSE: The importance of self-discipline

ABC School, Man Singh Road, Jaipur

### NOTICE

May 3, 2022

#### Self-Discipline

This is to share with all students of ABC School that the school will focus on self-discipline in all aspects, rigorously, post the summer break. A few ways to ensure self-discipline are:

- \* Multiple alarms to ensure punctuality
- \* Queues at the canteen and dispersal area
- \* Prioritization to ensure timely completion of work assigned
- \* Timely preparation to avoid usage of unfair means during exams

Implementation of the above tips is encouraged at school and at home. For further queries, please contact the undersigned.



Ram Bhalla

(Discipline Prefect, ABC School)

## **INVITATIONS (must be in a box whether as a card / letter)**

Format – 1	(BOX ----- Card – inviting a group, letter – inviting an individual)
Content – 2	(½ x 4 = 2 ----- day, date, time, venue + name of event)
Organisation of ideas – 1	(structure – purpose, day, date, time, venue, additional details, thanks)
Accuracy – 1	(spelling, grammar, punctuation, and vocabulary)

### **Card type – Formal invite**

(use present tense, no signatures, content as a single sentence broken into centre alignment highlighting the agenda, D, D, T, V i.e. Day, Date, Time, Venue in different lines)

The Principal, Staff and Students of ABC Public School, Mumbai cordially invite you / request your presence at the school's 50 <sup>TH</sup> ANNUAL DAY on Sunday, May 3, 2022 at Shivaji Auditorium	(first letter capital in all designations)  (first letter capital in school & city)   (block letters to highlight)  (first letter capital in day, month)
Ms. Tisca Chopra has graciously consented to be the Chief Guest at the event and give away prizes for cultural achievements for the session 2022-23.	(first letters capital for Chief Guest)
Program: 5 PM – Lamp lighting & Welcome Speech 5.30 PM – Annual Day Play 7 PM – Prize Giving Ceremony 8 PM - Dinner	R.S.V.P. – events@abcschool.com

**Letter type –** Format - Formal letter format / Informal letter format depending on whom you are inviting  
(formal acquaintance) (friends and family)

### **FORMAL LETTER INVITE**

ABC School 29 Man Singh Road Jaipur  May 3, 2022  Ms. Tisca Chopra C-38 Adarsh Apartments Sec 50 NOIDA
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Subject: Invitation as Chief Guest for Annual Day

Dear Ms. Chopra

The ABC School is celebrating its 50<sup>th</sup> Annual Day on Sunday, May 17, 2022, from 5 PM to 9 PM at the Shivaji Auditorium. It is a landmark occasion for the school and since you will be filming in Mumbai during those days, it would be our honour if you agree to join us as our Chief Guest and give away the prizes to our young achievers. Your charm is par excellence and will add to the splendour of the event. We will arrange transportation and dinner for the evening.

We look forward to your acceptance.

Yours truly

R.S.V.P. – events@abcschool.com



Ram Bhalla

Cultural Secretary, ABC School

**INFORMAL INVITE (No receiver's information, subject, RSVP, or signature)**

A-19 Saket  
New Delhi

May 3, 2022

Dear Megha

It was a joy to know that you have secured admission to Juilliard. I am glad to inform you that I too am one step closer to my childhood dream. I have been accepted at Harvard Law School. I want to meet my closest friends before I leave India.

I have organized a small get-together on Sunday, May 17, 2022 at the Ice Club in Saket from 5 PM to 9 PM. Please join me to share my happiness. I look forward to seeing you soon.

Your friend  
Ram

**REPLY TO INVITATIONS (must be in a box)**

- |                           |   |
|---------------------------|---|
| Format – 1                | (BOX ----- formal / informal letter format depending on your relation with sender)  |
| Content – 2               | (½ x 4 = 2 ----- day, date, time, venue + acceptance/regret with reason)            |
| Organisation of ideas – 1 | (structure – thanks, acceptance/regret, day, date, time, venue, additional details) |
| Accuracy – 1              | (spelling, grammar, punctuation, and vocabulary)                                    |

**Content to be written in FIRST person – if the invited is replying directly**

**and in THIRD person – if someone else is replying for the invited.**

**FORMAL REPLY: The person invited is replying**

A-19 Saket  
New Delhi

May 3, 2022

The Principal  
ABC School  
Man Singh Road  
Jaipur

Subject: Regretfully declining the invitation for Annual Day

Dear Madam

Thank you for your invitation to your school's 50<sup>th</sup> Annual Day on the evening of Sunday, May 17, 2022. Unfortunately, due to a prior outstation commitment on that day, I will be unable to attend the event. I wish the students and staff all the best for a successful soiree and look forward to another opportunity in the future to interact with them.



Yours sincerely  
Ms. Tisca Chopra

**FORMAL REPLY: Someone else is replying on behalf of the invited (usually a Personal Assistant or Manager)**

A-19 Saket  
New Delhi

May 3, 2022

The Principal  
ABC School  
Man Singh Road  
Jaipur

Subject: Accepting the invitation for the 50th Annual Day

Dear Ma'am

Ms. Tisca Chopra thanks ABC School for the invitation to the school's 50<sup>th</sup> Annual Day on the evening of Sunday, May 17, 2022. Indeed, it is a red-letter day for the school and Ms. Chopra will be glad to attend the event as well as give away the prizes. She may be picked up from the address mentioned above at 4 P.M. however, she will not be staying for dinner. Ms. Chopra wishes the students and staff all the best for a successful soiree.

Yours sincerely



Mr. Ram Bhalla  
(P.A. to Ms. Tisca Chopra)

## INFORMAL REPLY

A-19 Saket  
New Delhi

May 3, 2022

Dear Ram

It was wonderful to know that you have been accepted at Harvard Law School. I know you have worked hard to achieve your dream and I wish you the very best for all future endeavours. I will surely join the get-together on Sunday, May 17, 2022 at the Ice Club in Saket. I'll arrive around 4 PM to help you with any last-minute arrangements before other guests arrive.

I'll also bring along my mom's chocolate dessert which you love as a token of her blessings for you. I look forward to seeing you soon.

Your friend  
Megha

## LETTER TO THE EDITOR

Format (1) – Formal letter format

Content (2) – **Problem** introduction (½ mark),  
**Reason** why the problem exists (½ mark),  
**Example / effect** of the issue on an individual/institution/society (½ mark),  
**Solutions or suggestions** to combat the problem (½ mark)

Organisation of ideas (1) Structured in coherent paragraphs, fluency of ideas

Accuracy (1) Spelling, grammar, punctuation, and vocabulary errors or lack thereof

For greater impact (not mandatory) - highlight the keywords and use linkers in the content (however, nonetheless, moreover etc.)

### Sample:

A-19 Saket  
New Delhi – 17

May 3, 2022

The Editor  
Yuva Awaaz  
10 K.G. Marg  
New Delhi – 01

Subject – Voicing my concerns about stray animals and birds during peak summer days

Sir

I have been an avid reader of Yuva Awaaz for years and today, through the esteemed columns of your newspaper, I would like to raise my voice to highlight the plight of stray animals and birds during peak summer days.

During summer season, most children get a break from school and adults work in air-conditioned offices. However, people often ignore the poor birds and stray animals who painstakingly look for food and water, often in vain, during this season. As a result, it is common to see the young ones of these animals and birds die much before their time. It is imperative that we place some grains and water out on balconies and verandas. We may prepare a few extra chapattis for stray animals. We can also place larger bowls or trays of water for stray animals along the roadside.

It is said that joy shared is always multiplied. Let us share our joys and resources with those who cannot find them easily. Your newspaper has always been an agent of positive change. Kindly share my thoughts through your editorial column or publish an article on this issue to raise awareness.

Thank you.

Yours truly  
Manohar Sinha  
(A concerned citizen)

## **JOB APPLICATION AND BIODATA**

Format (1) - **Formal letter** (sender's address, date, receiver's post+address, content, Thank you, Yours sincerely, sign., name)  
+ **Biodata** (tabular format with personal details, education, any two additional information, references, signature with date)

Content (2) - Covering letter (reference to advertisement and exact post, convey suitability, mention biodata enclosed)

Biodata (name, contact information, date of birth, objective, educational qualification (as per advertisement requirements), professional experience / internship, 2 references, sign., date, name)

The above are MANDATORY.

For greater impact (optional) – include any two more details (two strengths + one focus area OR salary drawn + salary expected OR achievements + awards etc.)

Organization of ideas (1) – Writing the letter in coherent paragraphs

Accuracy (1) – Spelling, grammar, punctuation and vocabulary

NOTE – Make the qualification go up to Masters level so that you may be overqualified but not underqualified

## **MEMORIZE THE FOLLOWING FORMAT AND CONTENT (and change the details as per the question given)**

A-19 Saket  
New Delhi

May 3, 2022

The HR Manager  
ABC \_\_\_\_\_  
Man Singh Road  
Jaipur

(School, Hotel, Clinic etc. based on the question – first letters capital)



Subject: Application for the post of \_\_\_\_\_

(information from the question)

Dear Sir / Madam

With reference to your advertisement published on May 1, 2022 in The Hindu Classifieds, I hereby submit my candidature for the post of \_\_\_\_\_

The vision and mission of your organization is perfectly in tandem with my goals. I suit this post because I have \_\_\_\_\_ (reason 1 – highest post or best personality trait) and \_\_\_\_\_ (achievement in the field / internship).

My biodata is enclosed for your kind perusal. I look forward to hearing from you soon.

Thank you.

Yours sincerely

ABC

#### BIODATA

Name : ABC  
Address : A-19, Saket, New Delhi – 17  
Email : abc@gmail.com  
Ph. No. : 9810xxx xxx

Objective : (one sentence mentioning where you see yourself in 5-10 years)

Educational Qualifications:	Level/Degree	Institution	Year	Percentage
	X			
	XII			
	B.A. / B.Sc. / B.LiS / B.Com. etc.			
	M.A. / M.Sc./ M.LiS/M.Com etc.			

Experience / Internship :

Strengths : Organizational skills  
Leadership skills

Focus Areas : My strengths as I want to improve them further

References : Name 1, Post, Contact details  
Name 2, Post, Contact details

Signature with date

Full Name

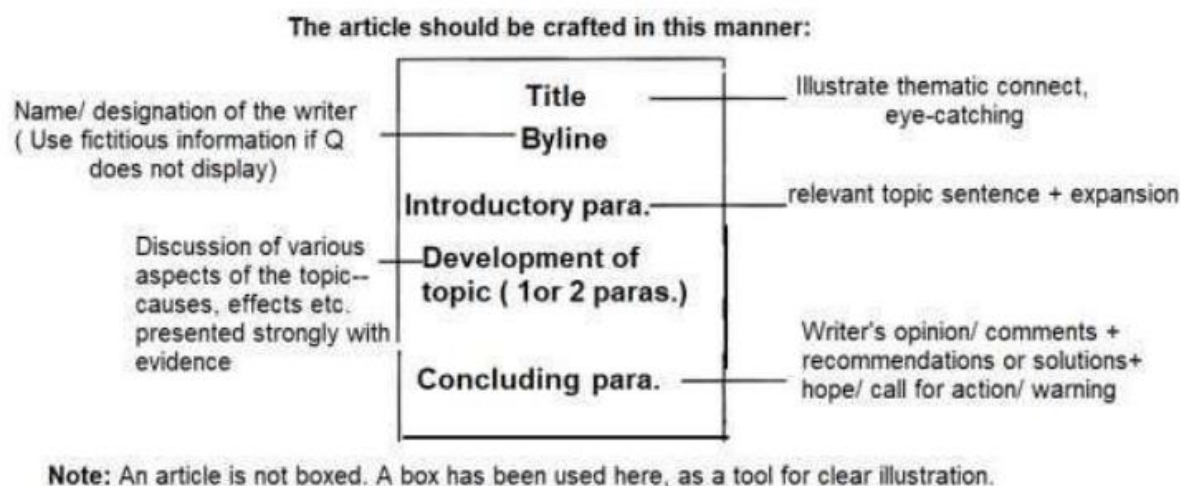
#### **ARTICLE WRITING**

Format (1) : Title and by line (name of writer, post if given, name of publication if given)

Content (2) : PRESS format (Problem introduction – paragraph 1  
Reasons for the problem – paragraph 2  
Example / effect – paragraph 3  
Solutions and/or suggestions – paragraph 4)

Organization of ideas (1): Content in coherent paragraphs

Accuracy (1): Spelling, grammar, punctuation and vocabulary errors



### Sample:

For Student Times  
Exams: A Necessary Evil  
By Abha Ratra, Correspondent

“Challenge is unavoidable; but quitting is optional”

In the last decade, exam stress has led to a whopping 4988 suicides! It makes one wonder if the world truly understands the purpose of examination.

Examination was a way to identify muddy areas. Nonetheless, today, marks have become a source of anxiety, unhealthy competition and lables. The worst outcome has been exemplified by the recent case of Sayan Gupta who chose suicide as means of escape from an upcoming examination. In a survey conducted last week in urban schools of Delhi, 66% of students admitted to cheating at least once and extreme exam stress.

The survey garnered positive feedback from parents, students and educationists alike because it revealed that students do not wish to run away from evaluation. They want alternative methods i.e. interesting activities from which students can choose their form of evaluation. They also request unconditional support from peers and elders instead of criticism. Thus, the understanding has dawned; now it's time to take initiative. In the words of Lao Tzu,

“The journey of a thousand steps begins with one”

## **REPORT WRITING**

Format (1)

- Headline & By line
- Reporting place and date
- Paragraphing organisation (Introductory paragraph + one or two Body paragraphs including event details in sequence + Concluding paragraph inclusive of witness accounts)

Para 1 – Answer the Ws (who, what, where, when etc.)

Para 2 – Answer the H (how – sequence of events)

Para 3 – Capture comments (remarks by visitors/Chief Guest/participants/victims etc.)

**Sample:**

For the newspaper / magazine  
Road Accident on M.G. Marg

By Nishant Ahuja, Field Reporter

**Agra, Jan 4:** A massive road accident occurred on M.G. Marg in Agra when a bus collided head-on with a truck, at 5 a.m., on the foggy morning of Sunday, Jan 4, 2021.

Initial reports have found that the truck was speeding. Moreover, the driver was drunk and lost control of the vehicle. Thirty passengers and the bus conductor have been injured. The bus driver was killed on the spot.

The injured have been admitted to the Lotus Hospital where Sr. Surgeon Dr. Multani said, “Two of the injured are critical. The rest need only stitches and ample rest. Strict adherence to rules and vigilance by traffic police may help avoid such accidents in the future.”

**PRACTICE QUESTIONS:**

**Q.1.** You were taken for a walking tour of the third level at the Grand Central Station) as part of an educational trip. Write a report for the school magazine in 120-150 words.

**Q.2.** Draft an invitation in about 50 words, on behalf of your aunt, Meghna Menon, which she has to share to invite prior work colleagues to the inaugural event of her own investment consultancy firm, in the Acer Mall, Kozhikode, Kerala.

**Q.3.** Life is a book and those who do not travel, never read beyond a page. Write an article in 150 words for the Horizons Magazine highlighting the joys and discovery associated with travel and sharing tips for novice travellers to keep in mind.

**Q.4.** Accept or decline an invitation to a work colleague’s wedding.

**Q.5.** Accept or decline an invitation as the PR Officer on behalf of the President of your company.

**Q.6.** Write a notice in about 50 words informing all students about the community service initiative undertaken by your school.

**Q.7.** Invite your best friend to your book launch.

