**WRITING SKILLS – CLASS XII**

**REVISED SYLLABUS 2021**

NOTICE- inviting articles for school magazine

* Write in a box, word limit – 50 words

Name of the school

NOTICE

Date Heading

Name

Designation

1. What (inviting articles/sketches/compositions from students)
2. Why (for publication in the school magazine)
3. How (neatly and legibly written)
4. Last date for submission
5. To be given to whom/ contact person
6. Any other relevant details

ADVERTISEMENT – to let/ accommodation available

* Write in a box
* Word limit 50 words
* Format

FOR SALE

Available,………………………………………………………………………………………………………….. …………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………......

……………………., for genuine deal contact, Sunil, 9800000011.

Type of accommodation

1. Location
2. Facilities
3. Expected rent
4. Contact
5. Any other relevant details

Credit is given for observing the word limit.

**DISPLAY ADVERTISMENTS (no colours to be used)**

* **Promotes a product**
* **Must show what the product looks like, its cost, availability, 4 features, slogan, company’s name and logo**
* **Should have visual appeal**

**FORMAL INVITATIONS**

* Who is inviting?
* What is the occasion?
* Where and when is it?
* Is there a chief guest?
* Is there an RSVP? (French – Reply, if you please)
* Who is it meant for?

1. INVITATION LETTER (inviting an eminent person as a judge/ chief guest/ guest of honour)

* It will be in the form of a formal letter
* very brief
* 50 words
* To be sent to a single person
* The person should be eminent and worthy of being a special guest

1. INVITATION CARD FOR AN EVENT (inviting parents for annual day/ schools for an inter-school competition)

* For a large group of people
* Nothing personal about the invitation

1. INVITATION CARD FOR A FORMAL DINNER (wedding/ retirement/ official dinner)

* For a formal, elaborate event
* The gathering is not very large
* An exclusive set of people are invited as guests and it is rude not to reply, either way.

Q. Sunrise Public School, Rohini is celebrating its Silver Jubilee in a grand cultural programme next month. Draft an invitation to be sent to parents and principals of other schools.

**INVITATION CARD**

|  |
| --- |
| The Principal, staff and students of  SUNRISE PUBLIC SCHOOL  Cordially invite you to its  Grand Silver Jubilee Celebration  On Saturday, October 18, 2021  At Sri fort Auditorium  At 6:00 pm  Mr. Manish Sisodia  (*Hon. Deputy Chief Minister of Delhi)*  Has kindly consented to be the  Chief Guest  RSVP  School Reception Admit two  011- 26xxxxxx Programme overleaf  Kindly be seated by 5:45 |

Q. You are Rahul Dravid, famous cricketer living at E-155, Mandir Marg, New Delhi. You have received an invitation to be the chief guest at the Annual Sports Day of Birla Public School, Ranchi. Write a reply, declining the invitation.

**FORMAL CARD**

THE REFUSAL OR ACCEPTANCE OF ALL FORMAL INVITATIONS WILL BE IN THIRD PERSON, WITH NO SALUTATION.

|  |
| --- |
| E-155, Mandir Marg  New Delhi  22 Feb. 22    Rahul Dravid extends his heartfelt thanks to the Principal of Birla Public School, Ranchi for his invitation to be chief guest at its Annual Sports Day on Saturday, 19th March, 2022.  However, due to prior engagements, he regrets that he will be unable to attend the programme. He wishes the school and all the participants great success in all the sporting events. |

**INFORMAL INVITATIONS**

Are written like informal letters: Use First person i.e. I, we etc Give event, day and date, time, venue. Seek confirmation.

**Note inviting seniors for a farewell**

23 February 2022

Dear Seniors

We, the students of class XI cordially invite you all for a farewell party in the school auditorium from 1 pm to 6 pm on Friday, 18th march 2022. We hope to make it a memorable event for you all with a specially prepared cultural show, lunch, and a dance and photo session thereafter.

Class XI students

**INFORMAL REPLIES**

**ACCEPTANCE**

Dear Class XI students

Thanks for your invitation to the farewell party you are hosting in our honour on Friday 18 March 2022, from 1 pm to 6pm, in the school auditorium. We look forward to attending the party and having an enjoyable time with you all.

Class XII students

**REGRET**

Your address

Date

Dear Srishti

Thank you for your kind invitation to the house warming dinner party on 27th December’08. It would have been a real pleasure for me to meet you in your new home but I regret I won’t be able to attend it as I am travelling to Mumbai that morning. I wish you all the happiness in your new home.

Yours sincerely

Sneha

**ACCEPTANCE**

Your address

Date

Dear Ameya

Thank you for inviting me to the get together you have organized on the occasion of your 16th birthday, at Pizza Hut, on January 26th at 5 pm. I’ll be delighted to attend the same.

Your friend

Suresh

**LETTER TO THE EDITOR** ABOUT THE DILAPIDATED CONDITION OF A PUBLIC MONUMENT

1. Name of the monument and its location
2. Describing the condition (4 points)
3. Request for preservation/restoration of the monument
4. Any other relevant details

**REQUEST FOR A TESTIMONIAL/ LETTER OF RECOMMENDATION** (the format is that of a formal letter)

1. Introduction of the writer (name, father’s name, course completed, year of passing, roll no/ admission/ enrolment no, etc)
2. Reference of the teacher-in-charge
3. Details of participation in curricular and co-curricular activities and achievements
4. Request for a testimonial which includes details of the performance
5. Any other relevant details.

**LETTER OF JOB APPLICATION**

The format is that of a formal letter.

(body of the letter)

With reference to your advertisement in the Hindustan Times, dated 14 January 2008, for the post of a Senior Architect, I wish to apply for the same. I possess the requisite qualifications and experience and am keen to join your esteemed firm.

I completed B Arch from the prestigious School of Architecture and Planning, Delhi and did Post Graduation in Planning from Kingston College in the United States of America. I have five years’ work experience and am currently employed with British Construction Initiatives as one of the Assistant architects. Although it has been an enriching experience, I wish to change my job to further enhance my career prospects (the main qualifications+ experience + any reason for applying/ seeking change)

I have enclosed my bio-data for your consideration. In case I am selected, I assure you of my unstinted cooperation and dedication in the discharge of my duties. (Optional-You can also show your willingness to attend an interview on any given day. OR you can request for time to make travel arrangements etc.)

I hope for a favourable response.

Yours sincerely

Given name

Encl: 1) Bio-data

2) testimonials

BIODATA

1. Name:
2. Mother’s/Father’s Name:
3. Date of Birth:
4. Contact Details:
5. Nationality:
6. Educational/Professional Qualification:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Year | Exam | Board/University | Result | Percentage |
|  |  |  |  |  |

1. Additional Experience:
2. C⁺⁺⁺ Course from NIIT, 2008/
3. A course in Business English/ Creative Writing/ (Language) from British Council, 2012
4. Work Experience:
5. Hobbies and interests:
6. Salary expected: As per Government norms
7. References:
8. Dr. P N Singh

Principal, Sunshine World School

Pune, Maharashtra

Ph No:

1. Prof. R. K Singhal

Dean, School of Architecture and Planning

New Delhi

Ph No:

. You are Suresh/smita. 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:

Applications are invited for the post of a nursery teacher in a reputed school in Delhi, must have at least five years’ experience of teaching tiny tots, pleasant personality, should be creative and innovative, attractive salary, interested candidates apply to the principal, AKS school, Indirapuram, New Delhi within 10 days with detailed resume.

* Covering letter

Format- your address, date, the principal, address of the school, subject, sir/madam, body of the letter, yours faithfully, name.

Body of the letter-

Para1- I came across your advertisement in HT Careers on (date) regarding the post of a nursery teacher. Reason for applying (fulfil your eligibility criteria, consider myself a suitable candidate). I am happy with my current job but feel that your institution offers me better prospects.

Para 2- qualification (graduate, BEd) Skills (good managerial skills, good command over spoken and written English) personality (pleasant, creative, innovative) achievements in previous school (activities in charge, work appreciated)

Para 3 – Availability for interview (all Saturdays from 9 to4 pm) looking forward to a favourable response.

Resume

Name, father’s name, date of birth, address and telephone number, educational qualifications (BA Hons, B Ed) additional qualifications (A course in creative writing from British School of languages), work experience, hobbies and interests, salary expected, references.

**ARTICLE WRITING**

Every day you read in the newspaper about the increasing rate of crimes in Delhi. You live in Delhi and feel really bad about it. As Chirag Gulati write an article for your school magazine in about 150-200 words.

Para 1- Delhi has become unsafe- increasing number of crimes in the capital. Crimes against women, senior citizens. Incidents of thefts, chain snatching, kidnapping, pick pocketing, eve- teasing have reached an alarming level.

Para 2- causes- police not vigilant enough, inadequate street lighting in some areas, large migrant populations from rural areas without work, allure of an affluent lifestyle, inflation.

Para 3- solutions- increased patrolling, keeping a check on migrant populations, increase checkposts, improve street lights, police verification of domestic help and servants, more cctv cameras in public places, an active police force, vigilant public.

**Role of media (ARTICLE)**

1. Media distorts the truth. News comes to us through the print media, news channels and the internet. Newspapers and news channels nowadays tend to manipulate and sensationalize the news giving us readymade opinions instead of letting us decide what the truth is. That is why news is called a ‘story’.
2. Half of the content circulating in the social media including the social networking sites is from questionable sources. Opinion polls are misleading. Reality shows are scripted.
3. The reality portrayed in the family shows is far from the reality of our lives.
4. How then do we arrive at the truth? At some times it is extremely difficult to know the difference, as in the case of news. At other times it is best to see all this as entertainment, including news channels, guided by TRPs and popularity ratings.

**Price rise (ARTICLE)**

1. Not just the poor but also the middle class feels the brunt of price rise today.
2. Price rise of not only the luxury and high end goods but also of essential commodities like petrol, CNG, fruits and vegetables and essential services.
3. The government seems incapable of curbing price rise, blaming it on global factors.
4. Impact on the poor- they find it difficult to get two square meals, forced to cut down on essential commodities.
5. No corresponding rise in incomes is there.
6. Steps- subsidised outlets by the government, controlling hoarding to create demand, punish black-marketing.

**Clean India: my responsibility (ARTICLE)**

Para 1

Cleanliness should be a priority in our lives.

Clean surroundings and proper sanitary conditions mean –

1. Lesser people falling prey to diseases and illness
2. Greater productivity and income due to good health
3. Improved child health, especially in villages
4. Decrease in birth related deaths and infant mortality rate

Para 2 (steps taken by the government)

Clean India campaign launched by the government

1. launched by Prime Minister Narendra Modi on 2nd October, 2014 at Rajghat
2. Aims to accomplish the vision of a clean India in 5 years
3. Biggest ever cleanliness drive- 3 m government employees and school and college students participated
4. Many famous personalities associated with the event including Sachin Tendulkar, Amitabh Bachchan, Salman Khan, Saina Nehwal, Aamir Khan, Shashi Tharoor;
5. covers 4041 towns to clean the streets, roads and infrastructure of the country
6. Objectives are-

* Construction of toilets in village households to eliminate open defecation
* 100% scientific collection/ disposal/reuse/recycling of municipal solid waste
* Behavioural change in people regarding healthy sanitation practices

The campaign has described as ‘beyond politics’ and inspired by patriotism

(describe the campaign in detail only if they ask about the campaign itself)

Para 3 (steps we can take)

1. Stop littering- use dustbins
2. Separate bio-degradable and non- biodegradable waste to make waste management by the civic bodies convenient
3. Reduce waste and recycle
4. Adopt green living- consume less
5. Join NGOs for community development, cleanliness drives and campaigns

**Care of the Elderly (ARTICLE)**

Para 1 (their condition)

1. Living alone
2. Abused/ neglected by their own family-
3. Victims of robbery, murder- soft targets
4. Abandoned in old age homes

Para 2 (reasons)

1. Trend of nuclear families, children living abroad/ in another city
2. Property issues
3. Conservative mind-set- adjustment issues
4. Insensitivity of the children- do not want to take their responsibility, consider them a liability because of health problems, do not have time to look after them, they want privacy.
5. Physically weak therefore unable to defend themselves, too trusting.

Para 3 (steps)

1. Changing the mind-set- children should understand that their parents are their responsibility and should live with them and take care of them
2. They should be an integral part of the decision making process at home
3. Values of respecting the elderly and being sensitive to their needs should be taught at an early age
4. Easy and convenient helpline to register police complaints that respects anonymity; separate police cell for the elderly; more effective laws, fast track courts for speedy redressal.
5. More security in residential complexes for elderly couples living alone- cctv cameras, SOS alarms, guards, adequate street lights, first aid, RWA monitoring of hawkers in the colony.

**Women Empowerment (ARTICLE)**

1. Gender equality is a human right, is part of the Eight Millennium Development Goals, it is also the key to achieving the other seven goals.
2. The roles men and women play in society are not biologically determined- therefore they are changeable.
3. Meaning- the right of women to live in dignity and freedom from want or fear.
4. Why it is desirable- a tool for advancing development and reducing poverty, is vital to sustainable development
5. Failure to provide information and services to help women protect their reproductive health is a violation to women’s health and life. Maternal mortality and disability is preventable.
6. In charge of overseeing family health and diet, women will put into practice whatever they will learn about nutrition and preserving the environment.
7. Economic empowerment is necessary because much of the unpaid work within families and communities falls upon women.
8. 2/3rds of illiterate adults are women. Higher levels of education among women are associated with lower infant mortality, lower fertility, education and opportunities for children.
9. Women work longer hours than men and are paid less, take on, unpaid domestic work such as food preparation and care giving, spend much of the day performing tasks to maintain the household such as carrying water and collecting fuel, agricultural production and selling
10. Current situation- is the worst form of inequality and discrimination, have less access than men to medical care, property ownership, education, training and employment, victims of neglect and sexual abuse and domestic violence, bear extreme hardships in humanitarian emergencies, especially armed conflicts, The skewed gender ratio, female foeticide (thousands of female foetuses are terminated every year), thousands of female infants dumped in trash cans, 30% girls drop out of school at primary level,
11. Steps taken – government- population and reproductive health programmes, several organizations and institutions promote legal and policy reforms and gender sensitive data collection
12. Steps to promote equality- Ability to control their own fertility is fundamental to women’s empowerment- the right to decide the number, timing and spacing o her children; equal access to education; equal opportunities for financial independence through work and setting up own businesses
13. Positive indicators- in cities, girls outperform boys in exams, Prerna, a school for Dalit girls in Danapur, Sarva Shiksha Abhiyan and Ladli scheme provides educational opportunities and incentives to all girls. Free education through RTE, free books, scholarships, separate toilets, meals, bridge courses for drop outs are measures to retain them in schools.

**REPORT WRITING**

**5 marks**

1. There are two types of reports-
2. Magazine report
3. Newspaper report
4. Magazine reports are chiefly for the school magazine and will cover those events that pertain to school life such as any inter school competition, annual day, sports day, exhibitions, etc.
5. Newspaper reports will chiefly cover two types of events:
6. Known events such as a conference, a meeting, celebrations (Independence Day, republic day), ceremonies (opening and closing ceremony) important days (environment day, Anti- tobacco day, World Health Day) and fairs (MTNL health Mela, Surajkund Mela, World Book Fair, Trade Fair) The sequence of events in such events is known in advance and is quite predictable.
7. Unknown events such as a robbery, train derailment, accident, murder, road rage, etc.
8. The chief features of a report (any type of report) are:
9. Objectivity. The reporter’s personal opinion will not colour his reportage of the event. In no circumstances should he try to create panic or trigger anti- national sentiment through his manner of reporting the event.
10. Facts. He will only report the facts and any opinion that he wishes to cover will have the acknowledgement of the source. (eg. According to an eyewitness/ the police/ sources, etc.)

There are some incidents where emotions dominate. For example, there is anger in a hit-and-run case and road rage case, fear in a case of a riot, terror attack or protest gathering. In such a case he must be able to recover the facts and focus on them. If he wants to convey the emotion or the mood of the people present, it must have the acknowledgement of the source. In some case facts can also come across through sources. (For example, according to the police a case for drunken driving has been registered/ according to a neighbour, the domestic help was the one to raise an alarm after she heard sounds of a struggle from inside the house.)

1. No matter in what order the reporter may have come across the event, a good report should present, as far as possible, the event in a proper sequence. For example, in case of a robbery or an accident when the reporter arrives at the scene, the event has already taken place. It is advisable that based on the account of the police and eyewitnesses, the reporter must present the account in some kind of a sequence to avoid confusion. This will give clarity to the report.
2. As a reporter, put yourself in the place of a person who is connected with the event. (for eg. As someone who may have a friend or relative who had been in the city where the riots took place or on the train whose bogey got derailed or where the floods came, especially a tragedy.) What are the first things you would like to know? (What are the names of those who died? In which hospital are the injured right now? What are the helpline numbers? Etc) these details should come in the first paragraph itself. The details should follow later.

**MAGAZINE REPORT**

FORMAT

1. No box
2. Word limit 150-200 words
3. Unlike an article where the name comes after the heading, here the name comes at the end. This is the only difference between an article and a magazine report.
4. Para 1- Wh- Questions (What, When, Where, Who)

Para 2- 4 to 5 details of the event, at least three details other than the ones given in the question

Para 3- response to the event (judges, authorities)

HEADING

PARA………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

PARA………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

PARA……………………………………………………………………………………………………………………………………………………………………………………………………………….

NAME

DESIGNATION (IF GIVEN)

**SAMPLE REPORT**

Q. As part of the Environment Week, a series of activities were organized in your school. You are Prateek/ Pratima, of Faith Public School, New Delhi. Write your report in not more than 200 words.

**ENVIRONMENT WEEK AT FAITH PUBLIC SCHOOL**

**To create awareness** about climate change, an **Environment week** was observed **in the school** in the **first week of July**. **A series of activities** including essay writing, poster making, debate, symposium, and tree plantation were held **for various classes** over a period of one week.

The campaign began with a **workshop** on environmental awareness conducted **by** the noted environmentalist Dr. R. K. Pachauri for class 8. This was followed by **a visit** to the Aravali Biodiversity Park. The students of class XI planned and organized a **car free day** at school with great success. An **environment quiz** was conducted for all classes by the students of the environment Club. A **cleanliness campaign** was initiated by the students of the Environment Club whereby students were sensitized to keep their school campus clean and to reduce, reuse and recycle. Students of class 6 made beautiful decorative and **useful items out of waste products**. The campaign culminated in a **rally** in the school neighborhood, urging residents to play a proactive role in protecting the environment around them.

The campaign was a great **learning experience**. It involved the active **participation** of about 3000 students in various activities. The hard work and initiative of the students was greatly **appreciated** by the authorities.

Prateek

Secretary

Environment club

Faith Public School

**SAMPLE REPORT**

Q. You are Samar/ Samta, the literary secretary of Golden Public School. Write a report on the Interschool Debate held recently as part of the literary fest in your school in not more than 200 words.

**INTER-SCHOOL DEBATE**

Golden Public School won the **first position** in the prestigious **Inter-School Debate** held recently as part of the **week-long Literary Fest**. The **team trophy** was bagged by St. Marks School.

In an **engrossing** and **stimulating** debate on the **topic** ‘Technology is the Real Teacher in the Classroom’, 40 **participants** from 20 premier schools of Delhi and the NCR spoke on the changing classroom climate and the new demands it puts on the teaching community. There was a clear opinion on both sides of the debate that while technology can be a powerful tool in the hands of a teacher, teaching will largely remain a domain of the teachers. The **judges** were eminent personalities in various fields, namely Ms. Jayanti Singh, a journalist, Ms. Sunita Jha, Director, NCERT and Mr. P. K. Chadha, General Manager, Educomp technologies Pvt. Ltd. The judges and participants were **warmly welcomed** by the Principal, Mrs. Anisha Sharma, who declared the debate open. The debate, which was a blend of **spirited arguments** and **brilliant wit** was a showcase of fine talent.

The Secretary of the literary society, Ashutosh Bannerjee, expressed his **thanks** to the participants for making the debate so lively and interesting. The **judges congratulated** the winners and participants for the high level of debate and appreciated the host school for organizing the event well.

Samar

Literary secretary

Golden Public School

(THE VALUE POINTS HAVE BEEN HIGHLIGHTED)

**NEWSPAPER REPORT**

1. No Box
2. Word limit 150-200 words

FORMAT

**HEADING**

BY NAME, HT CORRESPONDENT

DATE, PLACE: …………………………………………………………………………………………………..………………………… ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

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**SAMPLE REPORT**

Q. you are Amit, correspondent for the Times of India. You were asked to cover the opening day of the International Trade fair at Pragati Maidan. Write your report in about 200 words.

**INTERNATIONAL TRADE FAIR**

By Amit, Times Correspondent

November 14, New Delhi: The **much awaited** **week-long** **International Trade Fair** was **inaugurated by** the Commerce Minister Ms. Nirmala Sitharaman amidst a **huge crowd** and **tight security** on Sunday. He **spoke** on the changing business climate in India and the necessity of innovation as the key to new business opportunities in today’s times. The **chief attraction** this year is the international stalls, especially Afghanistan and Sri Lanka, where crowds thronged in large numbers. According to sources, on the first day alone the fair drew in as many as one lakh people.

Attractive schemes on bulk purchases and new incentives for business start-ups attracted **serious buyers** and big players in the market. The trade fair also saw some **new launches** on the first day- Lenovo’s new cellphone P650, a new air purifying system by Bajaj and a limited range of organic agricultural products for enhancing the quality of produce. There were the usual **crowd pullers**- the state stalls with their colourful displays, attractive discounts and traditional food.

Elaborate **arrangements had been made by the traffic police** to handle huge crowds and several traffic policemen were placed to handle the large influx of vehicles and ensure the smooth flow of traffic. Interestingly, the biting cold and the odd-even road rationing formula **couldn’t dampen the enthusiasm** of the people of Delhi. Going by the tremendous response the first day, the fair promises to be a huge **success.**

**SAMPLE REPORT**

Q. you are Manish Rawat, Hindu Correspondent. You were asked to cover a rally of women activists protesting against the increasing crimes against women in the capital. Write your report in not more than 200 words.

**5 INJURED IN PROTEST RALLY**

By Manish Rawat, Hindu Correspondent

23 February, 2022, New Delhi: 5 women were **injured** when **a rally** of about 350 women activists were **manhandled** by the Delhi Police on Saturday as they were on their way **from Lodhi Road to Jantar Mantar.** The crowd was **dispersed** near India gate by using water cannons and the injured protesters were taken to the nearby **Railway Hospital**. The patients were **discharged** after it was ascertained that serious injuries had been sustained.

The protesters in the rally were **raising their voice** against an increase in the number of rapes, abduction and eve-teasing, especially among minors in the past few months and were largely peaceful. They were stopped near India Gate by the police. Disregarding the plea, the protesters continued towards Jantar Mantar, **shouting slogans and disrupting traffic**. They had to use **water cannons** to disperse the crowd. According to **DCP Anil Chauhan,** the crowds had turned violent and they had no option but to take action. Women **activist Sheila Dewan** argues that the rally was peaceful and the attack was unprovoked. She has sought the **suspension** of the police officers, citing this as a case of manhandling.

According to reports, there has been a twofold increase in the cases of gangrapes against minors. This is alarming considering that the perpetrators of these crimes remain at large. Despite the tightening of laws on crimes against women, the increasing statistics indicate that it is time for a **reality check**.